

International Stainless Steel Forum

To: Shangri-La Hotel, Tokyo Reservations
E-MAIL: *reservations.slty@shangri-la.com*
TEL: +81-3-6739-7878/ FAX: +81-3-6739-7879

Please e-mail the completed form **directly to the hotel no later than Friday, 14 April, 2017**

General Information

FIRST NAME	LAST NAME	(MR/MS)
INSTITUTION		
ADDRESS		
TELEPHONE	FAX	
E-MAIL		
CHECK-IN DATE:	CHECK-OUT DATE:	
FLIGHT INFORMATION	ARRIVAL	DEPARTURE
CREDIT CARD INFORMATION (MANDATORY)		
COMPANY	NUMBER	EXPIRE DATE

Room Accommodations check-in: 15:00 check-out: 12:00

- Deluxe Room (50 m²) : JPY48,000
 Excluding breakfast, 15% service charge, 8% consumption tax and JPY200 accommodation tax per person per night
Hotel will apply above special rate for the period from 14-20 May, 2017

- Deluxe Room (50 m²) + Breakfast for 1 person : JPY51,500
 Excluding 15% service charge, 8% consumption tax and JPY200 accommodation tax per person per night
Hotel will apply above special rate for the period from 14-20 May, 2017

- Deluxe Room (50 m²) + Breakfast for 2 persons : JPY55,000
 Excluding 15% service charge, 8% consumption tax and JPY200 accommodation tax per person per night
Hotel will apply above special rate for the period from 14-20 May, 2017

- Horizon Deluxe (50 m²) : JPY66,000 (including breakfast at Horizon Club)
 Excluding 15% service charge, 8% consumption tax and JPY200 accommodation tax per person per night
Hotel will apply above special rate for the period from 14-19 May, 2017

REMARKS:

- Reservations are on request and subject to availability.
- Any additional room requests beyond room block will be accommodated to our best of availability, but can not guaranteed.
- **Individual guestroom cancellations are required by 4:00 PM hotel time, one week prior to arrival date to avoid full nights penalty charge plus tax. No-Shows will be charged accordingly with full nights at the group room rate plus tax.**
- Smoking preference and bed types will be on request and subject to availability.
- Breakfast : 6:30 - 10:00 (weekdays) / 6:30 - 10:30 (weekends) / Buffet breakfast is JPY4,400 (exc. txaes)/ person / night (walk-in)
- All guest room reservations shall be guaranteed by the delegate's credit card at the time of booking for an amount equivalent to the first night's stay.
- Hotel will send you a confirmation sheet once room reservation request is confirmed.
- Transportation: Please contact our Concierge at concierge.slty@shangrila.com