

请把表格传真或电邮至团队预订部 Please type and send back to Pudong Shangri-La at :
Group Reservation Office (groupreservations.slpu@shangri-la.com)

在您预订酒店前, 请先确认已收到由会议主办方发出的成功注册确认函。

Please ensure that the Asian Development Bank has confirmed your conference registration before making your hotel reservation

(请用中英文正楷填写)

<input type="checkbox"/> 博士 Dr	<input type="checkbox"/> 先生 Mr	<input type="checkbox"/> 女士 Ms	名 First Name _____	姓 Family Name _____
公司 Company _____				
职务 Title _____		电邮 Email _____		
电话 Tel _____		传真 Fax _____		
地址 Address _____				
国家 Country _____				

抵达及退房 Arrival and Departure Info

抵达日期 Check in date _____	航班 Flight _____	抵达时间 ETA _____
退房日期 Check out date _____	航班 Flight _____	退房时间 ETD _____

客房预订 Room Reservation

客房类型 Room Category	<input type="checkbox"/> 吸烟房 Smoking	<input type="checkbox"/> 非吸烟房 Non-Smoking
一座 浦江楼 / Tower 1, River Wing	单人入住 Single Occupancy	双人入住 Double Occupancy
豪华浦江房 Deluxe River View Room	<input type="checkbox"/> RMB1150	<input type="checkbox"/> RMB1350
豪华外滩景观房 Deluxe Bund View Room	<input type="checkbox"/> RMB1300	<input type="checkbox"/> RMB1500

以上房价包含 15% 服务费, 含一份自助早餐。房间分配将视酒店客房出租情况并以先订先得原则安排。

Above room rates are net price including 15% surcharge and one buffet breakfast and in-room internet access. Room assignment will be subject to first come first served basis & subject to availability.

提早入住或延迟离店要求. Early check-in and/or late check-out request: _____

饮食忌讳说明 Dietary Restriction _____

机场接送服务 Airport Transfer

服务要求 Transfer Required	<input type="checkbox"/> 接机服务 Arrival Pick up	<input type="checkbox"/> 送机服务 Departure Transfer
别克 3.0 Buick 3.0	<input type="checkbox"/> 虹桥机场 Hong Qiao Airport @RMB400	<input type="checkbox"/> 浦东国际机场 Pudong Airport @RMB620
奔驰 S320 Mercedes Benz S320	<input type="checkbox"/> 虹桥机场 Hong Qiao Airport @RMB750	<input type="checkbox"/> 浦东国际机场 Pudong Airport @RMB1100

单程价, 最多 2 人。机场接送服务需提供航班资料 One-way rate per car @2 persons max. Airport transfer may only be confirmed with flight details.

护照资料 Passport Details

护照号 Passport No _____	签证号 VISA No _____
签发日期及有效期 Date of Issue & Validity _____	签发地点 Place of Issue _____

信用卡资料 Credit Card Details

信用卡号 Credit Card No. _____	有效期 Expired Date _____
<input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> Master Card <input type="checkbox"/> DC	授权签字 Authorized Signature _____

仅供酒店使用 Hotel Use Only

预订确认 Reservation confirmed by _____	预订确认号 Reservation No. _____
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请将预订单于早于 **2009 年 9 月 25 日** 之前 (最迟不晚于 **2009 年 10 月 5 日**) 电邮至浦东香格里拉大酒店 groupreservations.slpu@shangri-la.com 或传真至 +86-21 6882-0160。酒店客房预订遵循先来先得的原则, 在 10 月 5 日之后的预订将根据酒店客房出租情况而定。如通过旅行社或其它预订渠道来预订, 您将无法保证享受以上特别优惠价格。酒店预订部将传真此预订单以确认预订。酒店入住时间为下午 2 点, 离店时间为中午 12 点。任何提早入住或延迟离店的要求请填写在上方的要求栏中。在 2009 年 10 月 5 日之后至 10 月 12 日之前取消的预订, 酒店将有权收取全部房夜的 50% 费用。如预订在 2009 年 10 月 12 日以后取消订房或最终未抵达的客人将被收取相当于原所有预订夜数之房费。在客房预订时请务必提供信用卡资料, 否则您预订的客房将不作确认保留。

Reservations should be made directly with Pudong Shangri-La Shanghai by returning this form via email to groupreservations.slpu@shangri-la.com or fax to +86-21 6882-0160 on or before **25 September 2009** but not later than **05 October 2009**. Reservations are made on a first-come-first-served basis and any reservation requests after this date will be subject to room availability. The above special conference rates have been arranged for all Forum participants; in order to avail of the rates, please do not make your reservation through a travel agent. The above credit card number will serve to guarantee the room reservation and authorize Pudong Shangri-La to charge: (i) 50% of the full stay duration reservation amount, if cancelled after 05 October 2009 and on or before 12 October 2009; and (ii) 100% of the full stay reservation amount, if cancelled after 12 October 2009 or in case of a no show or early departure. Our Reservation Department will be re-sending the same form by fax as an acknowledgment and confirmation of the room reservation. No booking will be confirmed without credit card information. Hotel rooms are available for guest check-in after 2.00 pm and check-out time is 12.00 noon. Early check-in and/or late check-out requirements need to be indicated above.

如有疑问请致电 For any questions on room reservations, please contact:

浦东香格里拉大酒店预订部团队预订处 Pudong Shangri-La Shanghai, Group Reservation Office

电话 Tel: +86 21 6882-8888 Ext 6391 | 传真 Fax: +86 21 6882-0160 | 电邮 Email: groupreservations.slpu@shangri-la.com