

**The 1stMeeting of the APT Conference Preparatory Group for WRC-19 (APG19-1)**

**26 – 28 July 2016, Chengdu, People’s Republic of China**

**INFORMATION FOR PARTICIPANTS**

The 1st Meeting of the APT Conference Preparatory Group for the WRC-19 (APG19-1) will be held from 26 to 28 July 2016 in Chengdu, People’s Republic of China. The meeting is being organized by the Asia-Pacific Telecommunity (APT) and hosted by the Ministry of Industry and Information Technology (MIIT) of the People’s Republic of China.

The detailed arrangements are as follows:

**VENUE:**

**Century City New International Convention & Exhibition Center (CCNICEC)**

**Address:** No.198, New Century Road, Chengdu, Sichuan, China

**Phone:** +86 28 8534 9999

**Fax:** +86 28 8534 0501

**URL:** [www.ihg.com](http://www.ihg.com/)

**PARTICIPATION:**

All APT Members, Associate Members, Affiliate Members and International/Regional Organizations can attend the meeting by registering online. Member Administrations and International/Regional Organizations are requested to send the official List of Delegations for the meeting and to nominate Head of Delegation (HoD) and Alternate HoD. If any APT Affiliate Member is included in the National Delegation, please clearly mention in the List of Delegation.

**Participation of Non-Members:** Non-Members can attend the meeting with “Observer” status by paying Registration Fee of **USD 500** per person in consultation with the relevant Member Administration as appropriate. Non-Member participants under National Delegation are exempted from paying the Registration Fee upon submission of a letter of nomination signed by the responsible officer of the Administration. Above requirement does not apply to the host country participation. Please contact APT Secretariat for the payment methods of the Registration Fees.

**REGISTRATION:**

Registration of delegates can be done online at [**http://www.apt.int/content/online-registration**](http://www.apt.int/content/online-registration). In order to take preparation and making logistic arrangements it is suggested to register on or before **26 June 2016.** For those who need visa to travel to People’s Republic of China, the host will provide a **visa supporting documentation (Letter of Invitation). For the visa assistance, please fill in the “Visa Supporting Letter Form” in Annex I and submit to local secretariat together with a “Copy of your passport (photograph page)” before 17 June 2016**.For more information, please see the ‘Visa and Immigration Information’ in page 4.

**HOTEL INFORMATION:**

**1. InterContinental Century City Chengdu**

**InterContinental Century City Chengdu** is recommended for all participants to stay during the meeting. Please make your hotel booking in order to be eligible for the **special rates** given below at the **earliest possible date** or no later than **28 June, 2016.**

**Hotel Reservation:**

* Make a reservation using the Link ([InterContinental Century City Chengdu](http://www.ihg.com/redirect?path=hd&brandCode=6c&localeCode=zh&regionCode=1&hotelCode=CTUHA&_PMID=99801505&GPC=X13))[[1]](#footnote-1);
* **Or** send the Hotel Reservation form (Annex II) directly to the hotel; e-mail address: rsvn.icchengdu@ihg-etghotels.com (InterContinetal Century City Chengdu)

**<InterContinental Century City Chengdu for APG19-1 Rates>**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Room Type** | **Special Room Rate** | **Remarks** |
| 1 | Deluxe King (Single Occupancy) | RMR900.00 | Inclusive of Breakfast and Wi-Fi. |
| 2 | Deluxe Twin (Double Occupancy) | RMB 900.00 | Inclusive of Breakfast and Wi-Fi. |
| 3 | Feature King (Single Occupancy) | RMB 1050.00 | Inclusive of Breakfast and Wi-Fi. |
| 4 | Feature Twin (Double Occupancy) | RMB 1050.00 | Inclusive of Breakfast and Wi-Fi. |

**Accommodation rates quoted are:**

* All rates are tax-inclusive
* All rooms with free Wi-Fi service
* Please see the hotel reservation form enclosed to this for detailed information

\* Please note that the local secretariat is NOT responsible for the hotel reservation and participants are encouraged to make the reservation as early as possible.

\* The hotel is located within 5 minutes walking distance.

**2. Holiday Inn Chengdu Century City**

**Holiday Inn Chengdu Century City** is recommended for all participants to stay during the Meeting. Please make your hotel booking in order to be eligible for the **special rates** given below at the **earliest possible date** or no later than **28 June, 2016.**

**Hotel Reservation:**

* Make a reservation using the **Link(** [Holiday Inn Chengdu Century City](http://www.ihg.com/redirect?path=hd&brandCode=6c&localeCode=zh&regionCode=1&hotelCode=CTUHI&_PMID=99801505&GPC=X13)**)** [[2]](#footnote-2)**;**
* **Or** send the Hotel Reservation form (Annex II) directly to the hotel; e-mail address: rsvn.hichengdu@ihg-etghotels.com (Holiday Inn Chengdu Century City West Tower)

**<Holiday Inn Chengdu Century City West Tower for APG19-1 Rates>**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Room Type** | **Special Room Rate** | **Remarks** |
| 1 | Stander King (Single Occupancy) | RMR520.00 | Inclusive of Breakfast and Wi-Fi. |
| 2 | Stander Twin (Double Occupancy) | RMB 520.00 | Inclusive of Breakfast and Wi-Fi. |
| 3 | Deluxe King (Single Occupancy) | RMB 570.00 | Inclusive of Breakfast and Wi-Fi. |
| 4 | Deluxe Twin (Double Occupancy) | RMB 570.00 | Inclusive of Breakfast and Wi-Fi. |

**Accommodation rates quoted are:**

* All rates are tax-inclusive
* All rooms with free Wi-Fi service
* Please see the hotel reservation form enclosed to this for detailed information

\* Please note that the local secretariat is NOT responsible for the hotel reservation and participants are encouraged to make the reservation as early as possible

\* The hotel is located within 5 minutes walking distance.

**MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINE:**

Related information about the meeting and provisional meeting documents will be available at the APT Website at: [**http://www.apt.int**](http://www.apt.int/).

Contributions for the meeting from APT Members, Associate Members, Affiliate Members, regional and International Organizations are welcome. You are requested to use the proper document template for your contribution. Contributions will be posted on APT Website prior to the starting of the meeting. **Last date of receipt of your contributions by APT Secretariat is July 19, 2016. To submit contributions and any information on the documentation, please contact:**

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| **Mr. Forhadul Parvez**Project Coordinator, RadiocommunicationAsia-Pacific TelecommunityPhone: +66 2 573 0044 (Ext. 117)E-mail: **parvez@apt.int** |

In order to facilitate efficient meeting management and document handling process, APT encourages the use of electronic documents during the meeting. Electronic copies of the meeting documents will be available on line.

**WIRELESS LAN:**

Internet Access over wireless network will be available during the meeting. Participants who wish to utilize wireless facility are kindly requested to bring their own laptop computers with Wi-Fi capability.

**TRANSPORTATION FROM THE AIRPORT TO THE HOTEL:**

For your information, the following transportation options are available from the Chengdu Shuangliu International Airport to the Chengdu New Century City (**InterContinental Century City Chengdu** and **Holiday Inn Chengdu Century City)**:

1. **Airport Bus No.4 (08:00-20:00)**

**Airport Bus No.4** is available from **Chengdu Shuangliu International Airport** at RMB 10 per person/way visa versa. The shuttle stops at the following designated places;

* Please head to **Gate No.1 at 1st Floor** to take the **Airport Bus No.4** if you arrive at Building T1 in Chengdu Shuangliu International Airport.
* Please head to **Gate No.5 (30 meters forward)** to take the **Airport Bus No.4** if you arrive at Building T2 in Chengdu Shuangliu International Airport.

You can purchase tickets at the Bus counter that is in front of the gate. Please kindly visit the **Chengdu Shuangliu International Airport** official website to reach up-to-date time schedule for further assistance: [http://www.cdairport.com/front\_en/index.jsp#](http://www.cdairport.com/front_en/index.jsp)

1. **Taxi**

You are able to grab a public taxi at the Gate 2 of Building T1 or Gate 4 and 5 of Building T2. The fare will be approximately RMB 50 depending on traffic jam on the date of arrival.

**VISA AND IMMIGRATION INFORMATION:**

A visa may be necessary for participants from some countries to enter China. To check the visa requirements please contact the Chinese Embassy in your country.

Those participants who need the visa-supporting documents for entering China are strongly advised to fill out completely the **“Visa Supporting Letter Form in Annex I”** and to fax or e-mail the form together with a “**Copy of your passport (photograph page)**” to the contact point below by **17 June, 2016.** As requirements for visa application in your country change from time to time, please check with your nearest Chinese Embassy for your visa requirements before departure. Advance submission of applications is recommended.

For VISA support, please contact at:

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| **Ms. Wang Zhixia**SecretaryState Radio Monitoring CenterMinistry of Industry and Information TechnologyNo.80 Bei Li Shi Road, Xicheng District, Beijing, ChinaPhone: +8610 68009051 Fax: +86 10 68009299Email: **office@srrc.org.cn** |

**WELCOME RECEPTION:**

A Welcome Reception will be held in the evening of the first day, Tuesday, 26 July by courtesy of the Ministry of Industry and Information Technology of the People’s Republic of China.

**INSURANCE:**

Due to the procedural difficulties and budgetary constraints, APT and Local Secretariat are not able to bear the cost of insurance for the participants, any medical expenses or any other expenses. APT and Local Secretariat, therefore, request your administrations/organizations to kindly make necessary arrangements for insurance and medical coverage of your participants before travel.

**PRACTICAL INFORMATION:**

**About Chengdu**: Chengdu is the capital of Sichuan province, of Southwest China, maintaining sub-provincial administrative status. Chengdu is also one of the most important economic centers, transportation and communication hubs in Western China. According to the 2007 Public Appraisal for Best Chinese Cities for Investment, Chengdu was chosen as one of the top ten cities to invest in out of a total of 280 urban centers in China.

More than four thousand years ago, the prehistorical Bronze Age culture of Jinsha established itself in this region. The fertile Chengdu Plain, on which Chengdu is located, is also known as "the country of heaven", or more often seen translated as "the Land of Abundance". It was recently named China's 4th-most livable city by China Daily.

Szechuan cuisine, or Sichuan cuisine is a style of Chinese cuisine originating in the Sichuan Province of southwestern China famed for bold flavors, particularly the pungency and spiciness resulting from liberal use of garlic and chili peppers, as well as the unique flavour of the Sichuan peppercorn. Peanuts, sesame paste and ginger are also prominent ingredients in Szechuan cooking.

**Climate**: The average temperature in Chengdu in July is between 23 and 33 degree Celsius.

**Time Zone**: UTC+8 hours

**Banks & Currency**: The official currency accepted in China is RMB. There are six kinds of bills(100 yuan, 50 yuan, 20 yuan, 10 yuan, 5 yuan, 1 yuan) and three kinds of coins(1 yuan, 50 cents, 10 cents) used. Major foreign currencies may be exchanged to RMB at banks. Official banking hours can vary slightly, but in general are from 9:00 a.m. to 17:00 p.m. Banks are generally closed on weekends and holidays. The current exchange rate is approximately 6.5RMB to 1 US Dollar as of February 2016. Cash can be easily withdrawn 24/7 from the numerous ATMs spread in the city.

**Electricity**: The standard power supply in China is 220 volts, the frequency is 50Hz. The type of power outlet/connector used in China is a two parallel outlet hole or three-hole outlet triangle. For the convenience of participants to use, we will provide wiring board, which is porous outlet.



two parallel outlet hole three-hole outlet triangle wiring board

**Emergencies:** Police110, Fire Department 119, Medical Emergencies 120

**Business Hours**: Government offices are open from Monday to Friday between the hours of 08:00 and 17:00. Banks are open from Monday to Friday between the hours of 09:00 to 17:00. Most private businesses open anywhere from 09:00 to 18:00. Major department stores are usually open from 10:00 to 21:00, and smaller shops open earlier and close later every day of the week.

**CONTACT INFORMATION:**

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| **APT Secretariat**Asia-Pacific Telecommunity12/49 Soi: 5 Chaeng Watthana RoadBangkok 10210, ThailandPhone: + 66 2 573 0044Fax: +66 2 573 7479 E-mail: **aptapg@apt.int** | **Local Secretariat**State Radio Monitoring CenterMinistry of Industry and Information TechnologyNo.80 Bei Li Shi Road, Xicheng District, Beijing, ChinaPhone: +8610 68009051Fax: +86 10 68009299Email: **office@srrc.org.cn** |

**ANNEX I**

**\*Please fill in the following form and attach a copy of passport to get support on your visa application. Please be informed that this is NOT THE REGISTRATION FORM. Registration can be done only online.**

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|  | **The 1st Meeting of the APT Conference Preparatory Group for WRC-19 (APG19-1)**26 – 28 July 2016, Chengdu, China | **Last Date of Submission:****17 June 2016** |
| **VISA SUPPORTING LETTER FORM** |
| **PERSONAL INFORMATION:**  |
| **First Name (Mr./Ms./Mrs/Dr.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Administration/Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Present Post (Title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Business Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Country\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Fax No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Are you representing your Country’s Administration? : 🖵 Yes 🖵 No** **If “Yes” what’s your position in delegation:** **🖵 Head of Delegation (HoD) 🖵 Alternate HoD 🖵 Delegate** |
| **MEMBERSHIP STATUS: (Please tick which is appropriate for your membership status. Non-Members please contact the APT Secretariat for participation with Registration Fees.)** |
| 1. Administration 🖵 2. Associate Member 🖵 3. Affiliate Member 🖵4. International/Regional Organization 🖵 5. Non Member 🖵 |
| **PASSPORT INFORMATION FOR VISA: (Do not Provide if Visa Request Letter not Required)** |
| Passport No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Issue\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry Date：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Place of Issue: \_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Place of Getting Visa: \_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If the first time to China? Yes No  |
| **FLIGHT INFORMATION:** |
| **Arrival Flight:** (Flight No./Date/Time)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Departure Flight:**(Flight No./Date/Time)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **HOTEL ACCOMMODATION:**  |
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| 🖵**InterContinental Century City Chengdu** | 🖵**Holiday Inn Chengdu Century City** |

Check-in Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check-out Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If making your own accommodation arrangement in Chengdu, please indicate your contact address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PARTICIPATION IN THE WELCOME DINNER on 26July (Tue)** 🖵Yes 🖵 No**DIETARY PREFERENCE** 🖵 Vegetarian 🖵 Halal 🖵 No dietary preference  |
| **Signature and Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please return the form to  **(Please do not send this to APT Secretariat)** : **Ms. Wang Zhixia**State Radio Monitoring CenterMinistry of Industry and Information TechnologyNo.80 Bei Li Shi Road, Xicheng District, Beijing, ChinaPhone: +8610 68009051 Fax: +86 10 68009299Email:**office@srrc.org.cn** |

**ANNEX II**

***Hotel Application Form\_InterContinental Chengdu Century City***

In order to secure a room at InterContinental Chengdu Century City, please complete to fill out and send to Reservation department.

|  |  |
| --- | --- |
| **Reservation** | **Sales Manager :Percy Liu** |
| Tel | :+86 2885349999-2763 | Tel | :+86 288534 9999-2295 |
| Fax | :+82 2885340593 | Fax  | : +82 2885340593 |
| Email | : rsvn.icchengdu@ihg-etghotels.com | Email  | :percy.liu@ihg-etghotels.com  |

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Room Type** | **Special Room Rate** | **Remarks** |
| 1 | Deluxe King (Single Occupancy) | RMR900.00 | Inclusive of Breakfast and Wi-Fi. |
| 2 | Deluxe Twin (Double Occupancy) | RMB 900.00 | Inclusive of Breakfast and Wi-Fi. |
| 3 | Feature King (Single Occupancy) | RMB 1050.00 | Inclusive of Breakfast and Wi-Fi. |
| 4 | FeatureTwin (Double Occupancy) | RMB 1050.00 | Inclusive of Breakfast and Wi-Fi. |

**- The above mentioned rates are inclusive of 10% Service charge and 5% City Tax.**

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| **GUEST INFORMATION** |
| Last Name |  | First Name |  |
| Telephone |  | Fax |  |
| Nationality |  | IHG Rewards No. |  |
| E-mail |  |
| **ROOM REQUIREMENT** |
| Arrival Date |  | Departure Date |  |
| Room Type No. |  |
| Preferences |   |
| **CREDIT CARD GUARANTEE** |
| Credit Type | [ ] American Express [ ] JCB[ ] MASTER [ ]  VISA |
| Credit Number |  | Expiry Date | / |

## CUT OFF DATE

Reservation by attendees must be received before28th of June, 2016. At the cut-off date, Hotel will review the reservation pick-up for the Event, release the unreserved rooms for general sale, and determine whether or not it can accept reservations on a space available basis after this date***.***

**CANCELLATION POLICY**

All reservations must be accompanied by full deposit, guaranteed with a major credit card.

Canceling your reservation before 72 hours will result in no charge. Canceling your reservation within 72 hours will charge first night deposit. Canceling your reservation within 24 hours or failing to show, will result in a charge equal to the entire stay per room to your credit card. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.

**SIGNED FOR AND ON BEHALF OF**:

**SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PS: Hotel prefer make a reservation using the Link to Email.**

***Hotel Application Form\_Holiday Inn Chengdu Century City West Tower***

In order to secure a room at Holiday Inn Chengdu Century City West Tower, please complete to fill out and send to Reservation department.

|  |  |
| --- | --- |
| **Reservation** | **Sales Manager Percy Liu** |
| Tel | :+86 2885348888-2300 | Tel | :+86 288534 9999-2295 |
| Fax | :+82 2885340593 | Fax  | : +82 2885340593 |
| Email | : rsvn.hichengdu@ihg-etghotels.com | Email  | :percy.liu@ihg-etghotels.com  |

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Room Type** | **Special Room Rate** | **Remarks** |
| 1 | Stander King (Single Occupancy) | RMR520.00 | Inclusive of Breakfast and Wi-Fi. |
| 2 | StanderTwin (Double Occupancy) | RMB 520.00 | Inclusive of Breakfast and Wi-Fi. |
| 3 | Deluxe King (Single Occupancy) | RMB 570.00 | Inclusive of Breakfast and Wi-Fi. |
| 4 | Deluxe Twin (Double Occupancy) | RMB 570.00 | Inclusive of Breakfast and Wi-Fi. |

**- The above mentioned rates are inclusive of 10% Service charge and 5% City Tax.**

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| **GUEST INFORMATION** |
| Last Name |  | First Name |  |
| Telephone |  | Fax |  |
| Nationality |  | IHG Rewards No. |  |
| E-mail |  |
| **ROOM REQUIREMENT** |
| Arrival Date |  | Departure Date |  |
| Room Type No. |  |
| Preferences |  |
| **CREDIT CARD GUARANTEE** |
| Credit Type | [ ] American Express [ ] JCB[ ] MASTER [ ]  VISA |
| Credit Number |  | Expiry Date | / |

## CUT OFF DATE

Reservation by attendees must be received before28th of June, 2016. At the cut- off date, Hotel will review the reservation pick-up for the Event, release the unreserved rooms for general sale, and determine whether or not it can accept reservations on a space available basis rate after this date***.***

**CANCELLATION POLICY**

All reservations must be accompanied by full deposit, guaranteed with a major credit card.

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**SIGNED FOR AND ON BEHALF OF** :

**SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PS: Hotel prefer make a reservation using the Link to Email.**

1. **Hotel prefer make a reservation using the Link** [↑](#footnote-ref-1)
2. **Hotel prefer make a reservation using the Link** [↑](#footnote-ref-2)