



## Hotel Reservation Form

We highly recommend all participants to use online reservation on the official website ([www.ifors2020.kr](http://www.ifors2020.kr)). If you would like to use this off-line reservation form, please print out and fill out this form completely and clearly. The housing bureau must be able to read this form. And please send the completed form to the Official Housing Bureau. Upon receipt of the completed form with the transacted payment, a confirmation letter will be sent via e-mail ([iforshotel@kimstravel.com](mailto:iforshotel@kimstravel.com)). Please be aware of email or phone scams requesting your credit card information.

### PARTICIPANT INFORMATION – Fields marked with asterisk \* are optional.

<b>ID(E-Mail Address)</b>	
<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Title</b>	<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.
<b>First Name</b>	(on passport)
<b>*Middle Name</b>	(on passport)
<b>Last Name</b>	(on passport)
<b>Affiliation</b>	
<b>Department</b>	
<b>Mobile Phone</b> (e.g. +82-00-000-0000)	
<b>*Fax</b>	

### RESERVATION INFORMATION

<b>Check-in Date (dd/mm)</b>	
<b>Check-out Date (dd/mm)</b>	
<b>No. of Nights</b>	
<b>No. of Rooms</b>	
<b>Guest's Name</b>	(If a guest is different from the participant indicated above)
<b>Accompanying Person's Name</b>	
<b>Special Request</b>	(e.g. non-smoking room / in English only)



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IFORS 2020  
June 21 (Sun) - June 26 (Fri), 2020  
Coex, Seoul

## HOTEL & ROOM TYPE – Please check the appropriate box.

\* Charges for tax & service Included

No.	Hotel Name	Room Grade	Room Rate (KRW) / Night / Room			Breakfast (KRW / 1P)
			Single Occupancy	Double Occupancy		
				Double <sup>1)</sup>	Twin <sup>2)</sup>	
<b>5 Star Hotels ★★★★★</b>						
1	InterContinental Seoul COEX	Superior	<input type="checkbox"/> 332,750	<input type="checkbox"/> 332,750	<input type="checkbox"/> 332,750	<input type="checkbox"/> 36,300
		Temple View	<input type="checkbox"/> 372,680	<input type="checkbox"/> 372,680	<input type="checkbox"/> 372,680	
		Club Superior	<input type="checkbox"/> 435,600	<input type="checkbox"/> 435,600	<input type="checkbox"/> 435,600	
2	Oakwood Premier COEX	Studio Superior	<input type="checkbox"/> 314,600	<input type="checkbox"/> 314,600	<input type="checkbox"/> 314,600	<input type="checkbox"/> 25,410
		Studio Premier	<input type="checkbox"/> 326,700	<input type="checkbox"/> 326,700	<input type="checkbox"/> 326,700	
		1 bedroom	<input type="checkbox"/> 375,100	<input type="checkbox"/> 375,100	<input type="checkbox"/> 375,100	
<b>4 Star Hotels ★★★★</b>						
3	L7 Gangnam by LOTTE	Standard	<input type="checkbox"/> 132,000	<input type="checkbox"/> 132,000	<input type="checkbox"/> 132,000	<input type="checkbox"/> 19,800
<b>3 Star Hotels ★★★</b>						
4	Ibis Styles Ambassador Gangnam	Superior	<input type="checkbox"/> 125,000	<input type="checkbox"/> 125,000	<input type="checkbox"/> 125,000	<input type="checkbox"/> 11,000
5	Glad Gangnam Coex Center	Standard	<input type="checkbox"/> 136,000	<input type="checkbox"/> 136,000	<input type="checkbox"/> 136,000	<input type="checkbox"/> 16,500
6	Glad Live Gangnam	Superior	<input type="checkbox"/> 136,000	<input type="checkbox"/> 136,000	N/A	<input type="checkbox"/> 18,000
		Standard	N/A	N/A	<input type="checkbox"/> 136,000	
7	Aloft Seoul Gangnam	Aloft	<input type="checkbox"/> 151,250	<input type="checkbox"/> 151,250	<input type="checkbox"/> 151,250	<input type="checkbox"/> 12,100
8	Hotel Peyto Samseong	Superior	<input type="checkbox"/> 115,500	N/A	N/A	<input type="checkbox"/> 16,500
		Deluxe	<input type="checkbox"/> 137,500	<input type="checkbox"/> 137,500	<input type="checkbox"/> 137,500	
9	Riviera Hotel	Superior	<input type="checkbox"/> 103,000	<input type="checkbox"/> 103,000	<input type="checkbox"/> 103,000	<input type="checkbox"/> 15,400
10	Ramada Seoul	Superior	<input type="checkbox"/> 127,000	<input type="checkbox"/> 140,000	<input type="checkbox"/> 140,000	(Inc. breakfast)

1) Double: 1 queen or king bed, 2) Twin: 2 separated single beds

## Payment method – Please indicate your preferred payment method.

<b>Method</b>	<input type="checkbox"/> Credit Card <input type="checkbox"/> Bank Transfer			
<b>Credit Card</b>	Card Type	<input type="checkbox"/> VISA <input type="checkbox"/> MASTER <input type="checkbox"/> AMEX		
	Card Number			
	Expiration Date (mm/yy)		CVC Code*	
	Holder's Name		Holder's Signature	

IFORS 2020 Secretariat

Fax. +82-2-6000-8190 E-mail. [registration@ifors2020.kr](mailto:registration@ifors2020.kr)



I hereby authorize the Housing Bureau, Kim's Travel Service Co., Ltd, to debit my credit card.

\***Card Validation Code** AMEX: 4-digit number on the front side, VISA / MASTER: 3-digit number on the back side

<b>Bank Transfer</b>	<b>Sender's Name</b>		(In case the sender's name is different from the participant's)
	<b>Overseas Participant</b>	Bank / Branch	KB Kookmin Bank Yangjaenam Finance Center
		Account No.	519768-11-001860
		Beneficiary	Kim's Travel Service Co., Ltd
		SWIFT Code	CZNBKRSEXXX
		Bank Address	79, Nonhyeon-ro, Seocho-gu, Seoul 06775, Korea
	<b>Domestic Participant (국내참가자)</b>	은행명	국민은행
		계좌번호	519701-01-278617
		예금주	(주)김스여행사
	※ All bank charges for remittance must be paid by the participant. ※ A copy of bank remittance receipt with the participant's name should be sent to the Housing Bureau by either e-mail (iforshotel@kimstravel.com) or fax (+82-2-571-9921).		

## OTHER INFORMATION

### General Announcement

- Hotel Reservation is arranged by the Housing Bureau of IFORS 2020, Kim's Travel Co., Ltd. Please contact the Housing Bureau via e-mail (iforshotel@kimstravel.com) for any changes/cancellation but not directly the hotel.
- **Hotel Reservation Deadline: 30 April 2020**; Note: Any request beyond this date cannot be guaranteed.
- Reservations are arranged on a first-come-first-served basis.
- General rule of check-in time: From 15:00, check-out time: By 12:00
  - Early check-in (before 15:00) & late check-out (after 12:00) depend on room's availability. Please note that any additional charges for early check-in and/or late check-out will be incurred to the bill unexceptionally.
  - Time for check-in and check-out may vary depending on hotels; please kindly check the schedule of your hotel again.
- If you would like to make a reservation of any other types of room, please contact the Housing Bureau of IFORS 2020.

### Payment Information

- All room rates will be charged in Won, the South Korea currency (KRW).
  - Please note that all additional services including breakfast, mini-bar, and laundry services are on your own responsibility and you should pay to the hotel directly when you check out.
- 1) "InterContinental Seoul COEX"**
    - Please note that the hotel reservation must be guaranteed by the guest's credit card, and the room rates will be charged when you check out. A receipt will be issued accordingly.
    - The confirmation letter will be sent to you within a week from the reservation date.
  - 2) The Other Hotels**
    - Room rate for one night will be charged to your registered card within one week from the reservation date by the Housing Bureau.
    - The remaining balance will be charged on the First week of May 2020.
    - The confirmation letter will be sent when the deposit for one-night accommodation is paid.
  - 3) If You Do Not Have Any Credit Card**
    - Please note that you should send wire transfer at least one-night room rate to the Housing Bureau within one week. Also, the remaining balance should be paid by the First week of May 2020.



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## Cancellation & Refund Policy

- Please note that request for any change or cancellation should be notified by e-mail the Housing Bureau but not directly to the hotel.
- Please note that refunds will be sent after the completion of IFORS 2020 according to the following policy, and all bank processing fees will be deducted from the amount of the refund.

Cancellation Request	Policy
Until 30 April 2020	No penalty, 100% refundable
From 1 May 2020, no-show, or early departure	No refunds

## Official Housing Bureau of IFORS 2020

Kim's Travel Service Co., Ltd  
4F, 2728 Nambusunwhan-ro, Gangnam-gu, Seoul, Korea  
E-mail: iforshotel@kimstravel.com  
Fax: +82-2-571-9921