**Accommodation Reservation Form**

**1. Hotel Reservation**

|  |  |  |  |
| --- | --- | --- | --- |
| Hotel | Inter-Burgo EXCO (http://eng.ibexco.net/) | | |
| **□**Prof. /**□** Dr. /**□** Mr. /**□** Ms | | | |
| **Name** |  | **Gender** |  |
| **Check-in Date** | 2017-00-00 | **Check-out Date** | 2017-00-00 |
| **Room Type** | **□**Business Double KRW 120,000\*[ ]Rms  **□**Standard Twin KRW 120,000\*[ ]Rms | | |
| **TAX Included. / Breakfast Not Included .** | | | |
| **No. of Accompany Person** |  | **Name of Accompany Person** |  |
| **Breakfast** | KRW 19,000 (Tax Included.) **□**Yes **□**No | | |
| **Special Request** |  | | |
| **e-mail** |  | | |

**2. Payment**

Please make payment for room charges and the other individual charges directly at the hotels when you check in. Valid credit card information written in invoice is essential to confirm and secure your reservation. Please print out the invoice and send Hotel Inter-Burgo Exco by email or fax.

|  |  |
| --- | --- |
| \*Credit Card Information for Guarantee | |
| Card Type | **□ Visa □ Master □ JCB □ American Express** |
| Card No. |  |
| Card Holder’s Name |  |
| Exp. Date |  |
| *\* Please note that the card information is not for payment, but for guaranteeing your reservation.* | |

**3. Cancellation/ Refund Policy**

Any changes or cancellations should be directed in writing via e-mail or fax to the Hotel Inter-Burgo Exco at [excofront@inter-burgo.com](mailto:excofront@inter-burgo.com) (**TEL**.053-380-0114 **/** **FAX.** 053-380-0109) The cancellation and refund policy regulations are below.

|  |  |
| --- | --- |
| Cancellation Request by August 03 | No Cancellation Penalty |
| Cancellation Request after August 4 and No-Show | Full Payment |

Please contact ([excofront@inter-burgo.com](mailto:insea2017@gmail.com)) for any queries on hotel reservation

**InSEA 2017 Secretariat**