



**BIO-ASIA
Partnering Conference**
January 26, 2008 - January 30, 2008



FAX RESERVATION FORM

Kindly send in your reservation form by January 12, 2008

Shaded Areas-Required Information

New Booking
 Amendment
 Cancellation
 Repeat Guest

To	Rooms Reservations Department	From	:	_____
	Grand Hyatt Tokyo	Company:	:	_____
E-mail:	<u>reservation@tyogh.com</u>	Fax	:	_____
Fax	: +81-3-4333-8885	Tel	:	_____
Tel	: +81-3-4333-8800	Email	:	_____

Guest's Information

Mr/Ms	_____	_____	_____
	Last Name	Company Name	Given Name
Designation/Title	_____	_____	_____
Company Address	_____		
Zip/City Code	_____	Country	_____
Passport Number	_____	Nationality	_____
Place & Date of Issue	_____	Date of Birth	_____

Reservation Requirements

Room Type	<input type="checkbox"/> Grand Room One Person JPY 46,200	<input type="checkbox"/> Grand Club Room One Person JPY 57,750	
	<input type="checkbox"/> Grand Room Two Persons JPY 51,975	<input type="checkbox"/> Grand Club Room Two Persons JPY 63,525	
* Above group special rates are available for the nights of January 26 - 30, 2008.			
Arrival	_____	_____	_____
	Date	Flight Number	ETA
Departure	_____	_____	_____
	Date	Flight Number	ETD

Guest's Preference

Preferred Room	<input type="checkbox"/> Smoking	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> No Preference
Preferred Bed	<input type="checkbox"/> King	<input type="checkbox"/> Twin	<input type="checkbox"/> No Preference
Special Dietary	_____		

Payment Instructions and Cancellation Policy

A valid credit card is required to complete this reservation. Notice of cancellation must be received no later than 15:00 **SEVEN days** prior to arrival date to avoid a cancellation penalty equivalent to one room night's charge.

If guests do not check in on the confirmed arrival date, the room will be carried forward until 12 noon on the following day and will be released thereafter.

Credit Card	_____	_____
	Credit Card Type/Number	Expiry Date
Card Holder's Name	_____	

Remarks:

Hotel Confirmation

Room Rate	Confirmation Number	Confirmed by	Date
JPY	_____	_____	_____

Airport transfers are available upon request.

Airport Transfer (Optional)	
Yes	<input type="checkbox"/> JPY46,000-ARRIVAL
	Do not mark unless transfer necessary
Yes	<input type="checkbox"/> JPY46,000-DEPARTURE
	Do not mark unless transfer necessary

RESTRICTIONS AND CONDITIONS (+ +)

- Reservations are subject to rooms availability.
- Check-in Time : 15:00, Check-out Time : 12:00.
- JPY 200 accomodation tax per person per night to be charged additionally.
- KING sized beds will be issued on a first-come, first-serve basis.