



**BIO-ASIA
Partnering Conference
January 17, 2009 - January 21, 2009**



FAX RESERVATION FORM

Kindly send in your reservation form by January 3, 2009

Shaded Areas-Required Information

New Booking
 Amendment
 Cancellation
 Repeat Guest

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

Guest's Information

Mr/Ms	_____	
	Last Name	Given Name
Designation/Title	_____	Company Name
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 40,000	<input type="checkbox"/> Grand Club Room One Person JPY 50,000
	<input type="checkbox"/> Grand Room Two Persons JPY 45,000	<input type="checkbox"/> Grand Club Room Two Persons JPY 55,000
<small>* Above group special rates are subject to 10% service charge and 5% consumption tax. * Above group special rates are available for the nights of January 17 - 21, 2009</small>		
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.
- Above rates are subject to 10% service charge and 5% consumption tax.
- 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.