



HMUN China 2018 JW Marriott Beijing

HOTEL RESERVATIONS FORM A

School: _____

The JW Marriott Beijing is pleased to host schools attending the HMUN China 2018 conference. To reserve rooms for HMUN China, please fill out the requested information on Hotel Forms A and B. Please retain copies of these forms for your records and send them with full payment to the JW Marriott Beijing. Schools that return their forms and payment to the JW Marriott Beijing will be assigned rooms on a space-available basis. We recommend you submit this form as soon as possible, as the hotel tends to fill up quickly.

*All forms should be scanned and submitted by e-mail as outlined below:

Subject: HMUN China + School Name
To: Handy Zhang (Event Management Dept)
Email: handy.zhang@marriott-hotels.com
CC: hmunchina@ap-mun.com
Tel: +86 10 5908 8571

Please print your information neatly below.

School (Please use the same name as registered on MUNbase): _____

Name of Faculty Advisor: _____ Phone Abroad: () _____

School Address: _____ Phone in China: () _____

_____ E-mail Address: _____
(confirmation numbers will be sent via email)

Arrival date and time: _____ Departure date and time: _____

Please note: The suggested stay for delegations who travel from outside China is from the night of Wednesday, March 14, to noon time of Sunday, March 18. Check-in time is after 2:00 PM and check-out time is prior to 12:00 PM.

On the lines below, please indicate the number of each type of room requested and calculate the total cost based on the number of nights you will be staying at the hotel. The rates indicated below has already included local tax.

No. of Kings w/out Breakfast	_____ X	1100 RMB	X _____	Nights =	RMB _____
No. of Doubles w/out Breakfast	_____ X	1100 RMB	X _____	Nights =	RMB _____
No. of Kings w/ 1 Breakfasts	_____ X	1200 RMB	X _____	Nights =	RMB _____
No. of Doubles w/ 2 Breakfasts	_____ X	1200 RMB	X _____	Nights =	RMB _____
No. of Kings w/ 2 Breakfasts	_____ X	1200 RMB	X _____	Nights =	RMB _____
No. Doubles w/ 3 Breakfasts	_____ X	1300 RMB	X _____	Nights =	RMB _____
No. Kings w/3 Breakfasts	_____ X	1300 RMB	X _____	Nights =	RMB _____
No. Doubles w/ 4 Breakfasts	_____ X	1400 RMB	X _____	Nights =	RMB _____
				TOTAL DUE =	RMB _____

Please indicate your desired method of payment below.

___ Credit Card (only cards issued by banks outside China can be used for reservation)

___ Bank Transfer

FOR OFFICE USE ONLY: Form Received: ___/___/___

Rooms Assigned: ___/___/___

E-MAIL FORM TO HANDY.ZHANG@MARRIOTTHOTELS.COM



HOTEL RESERVATIONS FORM B

School: _____

Please list the occupants of each room you are reserving at the JW Marriott Beijing. Please circle whether each room below is for faculty advisors or for students. The hotel will be **UNABLE TO PROCESS YOUR RESERVATION WITHOUT SPECIFIC NAMES** assigned to all rooms. Changes to the list of delegates and rooms cannot be accepted after March 10, 2018.

Due to hotel limitations, no more than four people are allowed in a room. Considering the comfort of delegates and maximizing the utility of the limited number of rooms, the Double Room may be reserved for 2-4 guests, and the King Room may be reserved for 1-3 guests. A limited number of roll away beds will be available for an additional fee. Please consult hangdy.zhang@marriotthotels.com when you reserve your room if you are interested in reserving a roll away bed. Extra blankets/pillows may also be available.

Room _____ of _____ students/faculty Room _____ of _____ students/faculty
Estimated check-in time Estimated check-in time

Room _____ of _____ students/faculty Room _____ of _____ students/faculty

Room _____ of _____ students/faculty Room _____ of _____ students/faculty

Room _____ of _____ students/faculty Room _____ of _____ students/faculty

*The hotel will confirm within 72 hours of receiving this form if your preferred room type is available. If preferred room type is not available, the JW Marriott Beijing will provide second best option for your consideration. The reservation will not be secured by JW Marriott Beijing unless full payment is received.

FOR OFFICE USE ONLY: Form Received: ____/____/____ Rooms Assigned: ____/____/____