

Hotel Reservation Form

The recommended hotels have been carefully selected based on factors such as security, reasonable pricing, and convenient traffic conditions. **To secure special rates, all reservations must be made through the Official Housing Bureau.** Please do not contact the hotels directly. To book your accommodation, complete the reservation form with all required information and email it to the Housing Bureau at 10thooc@gtn.or.kr.

Participants are strongly advised to review the hotel policies outlined in the reservation form to avoid any issues or disadvantages during the cancellation process.

The Housing Bureau of 10th OOC (GTN Co., Ltd)

E-mail: 10thooc@gtn.or.kr **Tel:** +82-2-6954-0884

Add: Rm# 825, Officia B/D 8F, 92 Saemunanro, Jongno-gu, Seoul, Rep. of Korea

1. Participant Information (Please fill in the blanks below.)

Name			
Country			
Affiliation		Department	
Email			
Tel	(Country Code)	Mobile Phone (for Emergency Only)	(Country Code)

[General Information]

- **Reservation Deadline:** 27 March, 2025 (KST). Room availability cannot be guaranteed after this date.
- **Deposit Requirement:** A valid credit card or total room rate deposit is required to confirm your reservation. Without this, the reservation will not be secured.
- **Confirmation:** Once the Housing Bureau (GTN Co., Ltd.) charges total room rate to your credit card or receives the deposit, a confirmation letter will be sent within a week.
- **Room Assignment:** Reservations are processed on a first-come, first-served basis.
- **Check-in/Check-out Times:**
 - Standard check-in: After 15:00 / Check-out: Before 11:00 (may vary by hotel).
 - Early check-in or late check-out depends on availability and incurs additional charges.
- **Currency:** The standard currency is the Korean Won (KRW). As of January 2025, the exchange rate is approximately KRW 1,465 to USD 1 (subject to change).
- **Group Reservations:** For bookings of more than one room, contact the Housing Bureau directly.

[Payment Information]

- Room rates cover accommodation only. Additional expenses (e.g., breakfast, phone calls, minibar) should be paid directly to the hotel at check-out.
- **Credit Card Payments:**
 - Total room rate will be charged by the Housing Bureau within a week of the reservation request.
- **Bank Transfer Payments:**
 - Transfer the total room rate within one week of reservation to the bank account provided.
 - The remittance fee is borne by the senders.
 - Send a copy of the bank transfer receipt to the Housing Bureau for reference.
- **Receipts:** A receipt for room rates will be issued by GTN Co., Ltd. upon request via email.

[Cancellation & Refund Policy for Individual Reservation]

- All cancellation or change requests must be submitted **in writing via email** to the Housing Bureau. Requests made directly to the hotel will NOT be accepted.
- Refunds will be processed in accordance with the stated policy, with bank service charges deducted from the refund amount.
- As room rates are charged in Korean Won (KRW), the refunded amount may differ due to exchange rate fluctuations.
- All deadlines and timelines are based on **Korean Standard Time (GMT+9)**.

Cancellation Request Dates	Refund Policy
- Requests received by 27 March, 2025	Full payment will be refundable
- Requests received from 28 March, 2025 - No-show and Early Departure	Non refundable * No-Show: Failure to check in without prior notice to the Housing Bureau. * Early Departure: Departure before the reserved check-out date

* Cancellation policy for group reservations(more than one room) will be applied separately and will be informed later.

2. Hotel List (Please mark "V" for the selected bed type, breakfast option, and fill in the blanks below)

No	Area	Hotel Name	Room Type	Bed Type	Room Rate (KRW)/NT/RM	Breakfast (KRW) /Meal/Person	Distance to Venue
1	CENTURIA	Centum Premier Hotel (★★★★)	Superior	<input type="checkbox"/> Single	129,000	<input type="checkbox"/> 19,800	Approx. 5 Min on Foot
				<input type="checkbox"/> Double	140,000		
				<input type="checkbox"/> Twin	151,000		
			Deluxe	<input type="checkbox"/> Double	172,000		
				<input type="checkbox"/> Twin	183,000		
			Family	<input type="checkbox"/> Twin	205,000		
			Executive	<input type="checkbox"/> Double	216,000		
			Premier	<input type="checkbox"/> Double	227,000		
			Family Suite	<input type="checkbox"/> Double	302,000		
			De-Plex Suite	<input type="checkbox"/> Duplex (1DBL+SGL)			
Premier Suite	<input type="checkbox"/> Double	346,000					
2	CENTURIA	Haeundae Centum Hotel (★★★★)	Premier	<input type="checkbox"/> Double	162,000	Unavailable	Approx. 3 Min on Foot
				<input type="checkbox"/> Twin			
3	CENTURIA	Centum Victoria Hotel (★★★)	Standard	<input type="checkbox"/> Double	120,000	Unavailable	Approx. 3 Min on Foot
				<input type="checkbox"/> Twin			
			Premier	<input type="checkbox"/> Double			
				<input type="checkbox"/> Twin			
			Family	<input type="checkbox"/> Twin			
			Suite	<input type="checkbox"/> Corner			
<input type="checkbox"/> Royal Park							
<input type="checkbox"/> Royal Garden							

No	Area	Hotel Name	Room Type	Bed Type	Room Rate (KRW) /NT/RM	Breakfast (KRW) /Meal/Person	Distance to Venue
4	H A E U N D A E A R E A	Grand Josun Busan (★★★★★)	Superior City	<input type="checkbox"/> Double	238,000	<input type="checkbox"/> 54,000	Approx. 10 Min by Car
			Deluxe City	<input type="checkbox"/> King	270,000		
				<input type="checkbox"/> Twin			
			Deluxe Partial Ocean	<input type="checkbox"/> King	303,000		
				<input type="checkbox"/> Twin			
			Deluxe Ocean	<input type="checkbox"/> Twin	347,000		
			Premier City	<input type="checkbox"/> King	380,000		
Premier Ocean	<input type="checkbox"/> King	490,000					
	<input type="checkbox"/> Twin						
Executive Suite	<input type="checkbox"/> King	980,000					
5	H A E U N D A E A R E A	Paradise Hotel Busan (★★★★★)	Deluxe City View	<input type="checkbox"/> Double	259,900	<input type="checkbox"/> 42,350	Approx. 10 Min by Car
				<input type="checkbox"/> Twin			
			Deluxe Ocean View (Side View)	<input type="checkbox"/> Double	308,300		
Deluxe Ocean View Terrace	<input type="checkbox"/> Double	320,400					
	<input type="checkbox"/> Twin						
6	H A E U N D A E A R E A	Signiel Busan (★★★★★)	Deluxe Mipo Harbor View	<input type="checkbox"/> Double	325,400	<input type="checkbox"/> 47,190	Approx. 10 Min by Car
			Premier City View	<input type="checkbox"/> Double			
7	H A E U N D A E A R E A	Park Hyaat Busan (★★★★★)	Park	<input type="checkbox"/> King	288,000	<input type="checkbox"/> 44,000	Approx. 25 Min by Car
			Deluxe	<input type="checkbox"/> King	321,000		
				<input type="checkbox"/> Family Twin			
			Ocean View	<input type="checkbox"/> King	398,000		
<input type="checkbox"/> Twin							
8	H A E U N D A E A R E A	Lotte Hotel Busan (★★★★★)	Deluxe	<input type="checkbox"/> Double	228,600	<input type="checkbox"/> 38,720	Approx. 25 Min by Car
				<input type="checkbox"/> Twin			
			Premier	<input type="checkbox"/> Double	269,900		
				<input type="checkbox"/> Twin			
			Club Deluxe	<input type="checkbox"/> Double	306,200		
9	H A E U N D A E A R E A	Ramada Encore by Wyndham Busan Haeundae (★★★★★)	Superior	<input type="checkbox"/> Double	107,000	<input type="checkbox"/> 25,000	Approx. 10 Min by Car
			Deluxe	<input type="checkbox"/> Twin	118,000		

No	Area	Hotel Name	Room Type	Bed Type	Room Rate (KRW) /NT/RM	Breakfast (KRW) /Meal/Person	Distance to Venue
10	H A E U N D A E A R E A	Felix by STX Hotel & Suite (★★★★)	Studio Deluxe	<input type="checkbox"/> Double	110,000	<input type="checkbox"/> 19,800	Approx. 10 Min by Car
			Suite Side Ocean	<input type="checkbox"/> Double	150,000		
			Suite Premier	<input type="checkbox"/> Double	170,000		
				<input type="checkbox"/> Family Twin	190,000		
			Suite Ocean	<input type="checkbox"/> Family Twin	210,000		
Check-in Date					Check-out Date		
No. of Nights							
No. of Persons							
Accompanying Person's Name (If have)							
Special Request (e.g: Non-smoking room, Including breakfast)			Special Req(e.g: Non-smoking room, Including breakfast)				

* Different breakfast price may apply for on-site breakfast request.

* Room rates & breakfast prices may vary outside of the congress period, will be informed after checking with the hotels.

3. Payment (Please select either a credit card or a bank transfer and fill in the payment information)

Payment Method		<input type="checkbox"/> Option 1: Credit Card <input type="checkbox"/> Option 2: Bank Transfer	
Option 1: Credit Card	Card Type: <input type="checkbox"/> VISA <input type="checkbox"/> Master <input type="checkbox"/> Amex		
	Card Number:		
	Expiration Date (mm/yy):	*CVC Number :	
	Card Owner:	Card Owner's Sign:	
	* CVC Number: 3 figures digit number on back side of the card * I authorize GTN Co., Ltd. to charge the credit card indicated on this form.		
Option 2: Bank Transfer (KRW)	<ul style="list-style-type: none"> - Bank Name & Branch: Shinhan Bank, Finance Center Branch - Bank Address: 120-2 Taepyung-ro, Jung-gu, Seoul, Republic of Korea - Account Number: 140-013-537660 - SWIFT Cod: SHBKRRSE - Account Holder: GTN CO.,LTD - Sender's Name: <u>10th OOC</u>, Sender's Name (Please write down if the sender's name differs from the participant's name.) 		