



For official use only

Receiving date:

Confirmation number:

Date of confirmation:

Confirmed by:

Company Stamp

"Asia - Pacific Association for International Education Conference and Exhibition (APAIE 2026)"
c/o MCI – Australia
ibis Hong Kong Central & Sheung Wan Hotel - Reservation Form (February 21 – March 01, 2026)

Guest name:	Last name:	Title:	Mr. / Ms. / Mrs.
	First name:		(*Please circle the option)
Sharing guest: (if any)	Last name:	Title: (if any)	Mr. / Ms. / Mrs.
	First name:		(*Please circle the option)
Telephone no.:		Nationality:	
Email address:		Aged 18 or above:	☐ Yes ☐ No
Arrival date:		Flight number (if any):	
Departure date:		Flight number (if any):	
No. of room(s):		No. of guest(s):	

Accommodation at ibis Hong Kong Central & Sheung Wan Hotel

All reservation will be subjected to hotel room availability.

Rates offer is valid for the stay period in between February 21 - 28, 2026 inclusive

The special rate may be adjusted to our Best Available Rate should all rooms based on the below special rate be sold out.

Special rate offer – All reservation should be made and confirm on or before January 20, 2026

Room type	Room rates including 10% service charge and 3% Hotel Accommodation Tax (if any) per room per night		
	Room only rate	Room rate inclusive of 1 daily buffet breakfast	Room rate inclusive of 2 daily buffet breakfasts
City View Room ☐ Double (Queen Bed) ☐ Twin (2 Single Beds)	☐ HK\$1,050 per room per night	☐ HK\$1,160 per room per night	☐ HK\$1,270 per room per night
Harbour View Room ☐ Double (Queen Bed) ☐ Twin (2 Single Beds)	☐ HK\$1,260 per room per night	☐ HK\$1,370 per room per night	☐ HK\$1,480 per room per night

PRIVILEGES

- Complimentary Local Calls and Wi-Fi internet access
- Free access to Fitness Room
- Tea/Coffee making facilities

Confirmed and accepted by

(Authorized signature)

Guest name:

Date:



For official use only

Receiving date:

Confirmation number:

Date of confirmation:

Confirmed by:

Company Stamp

Page 2

Reservation Form

"APAIE 2026"

Asia - Pacific Association for International
Education Conference and Exhibition

TERMS & CONDITIONS

1. No cooking is allowed inside the room.
2. Guarantee of the whole period of stay is required.
3. Settle 100% of room payment is required upon the guest's arrival.
4. A valid credit card imprint is required upon check-in to guarantee the remaining room balance and incidental expenses during the stay, the payment will be charged on guests own account and is required to be settled by credit card or cash upon departure.
5. Shorten of stay after check in will be charged as per original period of booking; deposit payments are **non-refundable and non-transferable**. Extension of stay will be subject to availability. Please note that the Hotel reserves the right to adjust the room rate and/or to reassign room configuration for any request for extension of stay beyond the contracted check-out date.
6. All privileges cannot be accumulated nor exchanged for cash or other privileges.
7. All rates are applicable to single and double occupancy.
8. Tenants must be at least 18 years old when checking in or be accompanied by someone over 18 years old.
9. In case of any disputes, the decision of the Hotel shall be final.

OTHERS

1. Check-in time form 14:00 hours and check-out time is 12:00 hours.
2. Hotel reserves the right to change the guestroom under the following conditions:
 - a. Due to renovations of the guestroom or facilities within close proximity.
 - b. For pest control, painting or any other repair works conducts in/close by the guestroom.
3. Guest should comply with all city or/and government ordinances.
4. Guest agrees to comply with all applicable rules and regulations adopted by the Hotel.
5. Guest agrees to keep premises and furnishings in good order and condition. On termination of this lease to surrender them to the Hotel in as good condition as the commencement of the lease. Reasonable wear and tear is expected. No additional fixture/furniture without Hotel management's approval will be permitted.
6. ***According to the guidelines of Hong Kong's "Product Environmental Responsibility (Amendment) Bill 2023", starting from April 22, 2024, Hong Kong hotels will no longer provide free plastic bottles or water, toothbrushes, combs and other disposable plastic products to guest.***

Confirmed and accepted by

(Authorized signature)

Guest name:

Date:



Page 3

Reservation Form

"APAIE 2026"

Asia - Pacific Association for International
Education Conference and Exhibition

For official use only

Receiving date:

Confirmation number:

Date of confirmation:

Confirmed by:

Company Stamp

GUARANTEED RESERVATION & CANCELLATION POLICY

1. Kindly note that the Special Rate is the only application for booking reserved **on or before January 20, 2026 (Tuesday)** and the room space is subject to the hotel's room availability confirmation.
2. All reservations will only be processed with credit card details upon reservation for guarantee purpose, otherwise, the application will automatically be cancelled and rooms will be released.
3. The above rate offers and supply are subject to Hotel's availability. Rate is subject to change without any prior notice.

Please note the following hotel cancellation policy:

1. Cancellation must be made **on or before 10 days by guest prior to the date of arrival**.
2. If the guest cancels or modifies the room up to 10 days prior to the date of arrival, the hotel will not charge anything to the credit card provided. If received any cancellation or amendment received after the captioned date, penalty charge will be applied automatically for the 1st night from the guest's credit card as a late cancellation fee.
3. Should there be no-show of the booking, the **room charge for 1st night** will be imposed.
4. Hotel has the right to forfeit the deposit for any late cancellation.

Please guarantee the reservation by following method:

Credit card type: (Please tick the box)	☐ Visa ☐ MasterCard ☐ American Express ☐ Union Pay
Credit card number:	
Name of cardholder:	
Expiry date (MM/YY):	
Holder's signature:	

Please email or fax back the completed form to Ms. Ivy Lai – Group Director of Sales Tel: (852) 2252 2988

- Email address: ivy.lai@accor.com
- Fax number: (852) 2252 2969

Hotel will reply to guest at the earliest time once received the reservation form.

Confirmed and accepted by

(Authorized signature)

Guest name:

Date: