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| **HOTEL RESERVATION FORM: GLAD GANGNAM COEX CENTER** |
| Please complete this form and return it directly by email to us **no later than 19 May, 2025.****Reservation Dept**. Phone: +82-2-6474-5000 / Fax: +82-2-6474-5100 / E-mail: rsvn.coexcenter@glad-hotels.com |
| **A. Participant Information** \*Please type or print clearly. |
| **Title** | [ ]  Mr. [ ]  Ms. [ ]  Dr. [ ]  Prof. |
| **First Name** |  | **Last Name** |  |
| **[Only Korean] 국문 성명** |  | **국문 소속** |  |
| **Affiliation** |  | **Country** |  |
| **E-mail** |  | **Tel** |  | **Fax** |  |
| **Check-in** | **Date** |  | **Check-out** | **Date** |  | **No. of Nights** |  |
| **Time** |  | **Time** |  | **No. of Rooms** |  |
| **B. Accompanying Person** |
| **First Name** |  | **Last Name** |  | [ ]  Mr. / [ ]  Ms. |
| **C. Room Rates** |
| **Class** | **Hotel** | **Room Type** | **Room Rate** | **Distance to Venue** |
| ★★★ | Glad Gangnam Coex Center | Standard | [ ] Double | - KRW 150,000 (Weekday)- KRW 210,000 (Fri, Sat) | 5 Min. on Foot |
| [ ] Twin |
| ***\*Note*** 1. The room rates are fixed in Korean Won.2. All room rates are per room per night and exclude breakfast.3. All of the above room rates are not included 10% tax.4. Rooms will be assigned on a first-come, first-served basis.5. Hotel will directly send you the confirmation for your room reservation.6. Breakfast rate per person is KRW 22,000 per person. (Including VAT) \_ Not Buffet / Set Menu7. Parking rate per car per day is KRW 10,000. (Including VAT)8. Check-in time is 15:00 p.m. and check-out time is 11:00 a.m. Attendees staying in their rooms beyond check-out time without hotel authorization will be charged for an additional room night. |
| **D. Payment Information** |
| **In order to guarantee your room reservation, your credit card information must be accompanied.**• Card Type: [ ]  Visa [ ]  Master [ ]  Diners [ ]  JCB [ ]  Other ( )• Card No.: • Expiration Date: / (mm/yy)• Cardholder’s Name: • Cardholder’s Signature: |
| **E. Cancellation and Refund Policy** |
| 1. Whole reserved night’s room charge including tax and service charge will be charged to credit card in case of no-show or late cancellation made 3 days prior to check-in.
2. Room reservation may be restricted upon availability of the hotel.
3. Early check in and late check out fees may apply.
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| **F. Please complete this form and return it directly to hotel by fax or e-mail.** |
| **Hotel** | **Contact person** | **Phone** | **Fax** | **E-mail** |
| Glad Gangnam Coex Center | Reservation Department | +82-2-6474-5000 | +82-2-6474-5100 | rsvn.coexcenter@glad-hotels.com |