

# Registration Form

Please fill out the registration form and submit it to [registration@asem2016cmm.org](mailto:registration@asem2016cmm.org) by **Friday, May 13, 2016** with a copy of passport. We hope you understand that your copy of passport is necessary for the security issue.

After the completion of your registration, a confirmation e-mail will be sent to you. If you do not receive the confirmation e-mail within two days of your submission, please contact the registration coordinator.

## [1] Personal Information

<b>Classification</b>	<input type="checkbox"/> Head of Delegate <input type="checkbox"/> Delegate <input type="checkbox"/> Participant (Spouse, etc.)		
<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female		
<b>Given Name<sup>1*</sup></b>	(on passport)	<b>Family Name</b>	(on passport)
<b>Country</b>		<b>Date of birth</b>	(on passport)
<b>Passport No.</b>	(necessary for the security issue)		
<b>Passport issue date</b>		<b>Passport expiration date</b>	
<b>Organization</b>		<b>Position</b>	
<b>Mailing Address</b>			
	[Zip Code]		
<b>Telephone</b> (incl. country code)	+82-2-000-0000	<b>Mobile</b> (incl. country code)	
<b>Fax</b> (incl. country code)		<b>Email</b>	
<b>Dietary Requirements</b>	<input type="checkbox"/> Vegetarian <input type="checkbox"/> No Pork <input type="checkbox"/> No Beef <input type="checkbox"/> Others (Allergy, etc.)		

1) Name indicated in this form should be same as the one in **your passport** for security reason.

## [2] Program Participation

Parallel Workshops (15:30-18:30, Thursday, June 23, 2016)			
<input type="checkbox"/> Workshop 1. Future of Information and Communications Technology (ICT) and the Creative Industries			
<input type="checkbox"/> Workshop 2. Traditional Cultural Heritage and the Creative Economy			
<input type="checkbox"/> Workshop 3. International Cooperation for Vitalizing the Creative Industries			
Social Programs			
Wednesday, June 22, 2016	<b>'Scent of Ink' Performance</b>	<input type="checkbox"/> Attend	<input type="checkbox"/> Not Attend
	<b>Cocktail Reception &amp; Official Dinner</b>	<input type="checkbox"/> Attend	<input type="checkbox"/> Not Attend
Thursday, June 23, 2016	<b>Luncheon</b>	<input type="checkbox"/> Attend	<input type="checkbox"/> Not Attend
	<b>Farewell Dinner</b>	<input type="checkbox"/> Attend	<input type="checkbox"/> Not Attend
Friday, June 24, 2016	<b>Lunch</b>	<input type="checkbox"/> Attend	<input type="checkbox"/> Not Attend

Cultural Tour Programs		
Wednesday, June 22, 2016	<input type="checkbox"/> ACC Tour & Exhibitions	
Friday, June 24, 2016	<input type="checkbox"/> Gwangju Arts Tour (Gwangju National Museum-Damyang-Juknokwon-DAEIN Market of Culture & Arts)	
	<input type="checkbox"/> Gwangju History Tour (Yangrim-dong History and Culture Village)	
	<input type="checkbox"/> Gwangju Experience Tour (Choonsul Tea Farm-Gwangju Traditional Culture Hall)	
Bilateral Meeting Room Needs (June 22(Wed) – 24(Fri), 2016)		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Meeting Countries (       )

### [3] Flight Information

Arrival in Korea			
Departure	City	Airport	
Departure Date		Departure Time	
Arrival	City	Airport	
Arrival Date		Arrival Time	
Flight			
Departure from Korea			
Departure	City	Airport	
Departure Date		Departure Time	
Arrival	City	Airport	
Arrival Date		Arrival Time	
Flight			

### [4] Privacy Protection Policy

I agree to the collection and use of my personal identification information.

Please refer to the attached 2nd Practical Information (page 5) about Registration & VISA.

**Registration Coordinator**, Secretariat, 7th ASEM Culture Ministers Meeting  
 Ms. Dasom YOON     E-mail : registration@asem2016cmm.org

# Hotel Reservation Form

Please print or type clearly in block letters and return the completed form to the housing bureau by e-mail (convention02@kimstravel.com) or fax (+82-2-571-9921).

Upon receipt of the completed form with the appropriate payment, a confirmation letter will be sent via email.

**\*Kindly go through the below [Cancellation & Refund Policy] and check on the checkbox.**

## [1] Personal Information

<b>Classification</b>	<input type="checkbox"/> Head of Delegate <input type="checkbox"/> Delegate <input type="checkbox"/> Participant		
<b>Given Name<sup>1*</sup></b>	(on passport)	<b>Family Name</b>	(on passport)
<b>Country</b>		<b>Organization</b>	
<b>Mobile</b>	+82-2-000-0000	<b>Fax</b>	
<b>Email</b>			

1) Name indicated in this form should be same as the one in your passport for security reason.

## [Reservation Information]

- **Hotel Reservation Deadline : Friday, June 10, 2016 (after the date, room availability shall not be guaranteed.)**
- **Hotel reservation is arranged by the Housing Bureau, Kim's Travel Service Co., Ltd and do not contact the hotel directly for any changes and cancellation.**
- Hotel room allocations will be made on a first-come, first-served basis and twin room type could be assigned by room circumstance.
- Early check-in (before 14:00) & late check-out (after 12:00) depend on room's availability and additional charge will be applied as a personal bill.
  - \* Check-in and check-out time may vary. Please verify the times at your specific hotel.
- For group reservation, you are required to make your reservation directly to the Housing Bureau.

## [Payment Information]

- **One-night room rate will be charged to the given card by Housing Bureau(Kim's Travel Service Co., Ltd) within one week from the day you make reservation.**
- Receipt will be issued by the Housing Bureau upon request.
- Confirmation letter will be sent to you by e-mail when the deposit is made.
- Additional expenses such as mini-bar, laundry service and etc. are the participant's responsibility and should be paid to the hotel when you check-out.
- Valid credit card information is required to confirm the reservation. If you do not have any credit card, you should remit One-night room rate to the Housing Bureau within one week from the day you make reservation.
- The remaining balance will be charged at the beginning of June, 2016. For bank transfer, remaining balance should be remitted until Friday, 3, June 2016. Please send us a copy of remittance receipt by e-mail (convention02@kimstravel.com) or fax (+82-2-571-9921).
- All bank service charges are to be paid by registrants. Checks will not be accepted.
- All room rates will be charged in Korean Won.

## [Cancellation and Refund Policy]

- Any requests for changes or cancellations must be made in writing and sent to the Housing Bureau via e-mail or fax.
- Refunds will be processed after the completion of the 7th ASEM Culture Ministers Meeting according to the following policy and all processing fees will be deducted from the reimbursement.
- Cancellations or Refund penalty fees.
  - **Cancellation received by Friday, June 10, 2016 : No penalty**
  - **Cancellation received from Saturday, June 11, 2016 or No-Show/Early departure/Shorten stay : No refund (full payment will be charged.)**
- \* No-show : No check-in without any notice in advance and the room is subject to release automatically.
- \* All dates and times are based on Korean Standard Time (GMT+9).
- \* The cancellation and refund policy for group reservation(more than 1 room) will be informed through separate invoices.

I agree on the above [Cancellation and Refund Policy].

## [2] Hotel Reservation

No.	Hotel Name	Room Type	Room rate / Night / Room			Breakfast Tax & SVC
			Single Occupancy (1 person)	Double Occupancy (2 persons)		
				Double Bed	Twin Bed	
1	Holiday-Inn Gwangju ★★★★★	Superior	<input type="checkbox"/> KRW 254,100	<input type="checkbox"/> KRW 278,300	<input type="checkbox"/> KRW 278,300	Included
2	Ramada Plaza Gwangju ★★★★★	Superior	<input type="checkbox"/> KRW 260,150	<input type="checkbox"/> KRW 282,150	<input type="checkbox"/> KRW 282,150	
3	Benikea Hotel Art Hall ★★★	Standard	<input type="checkbox"/> KRW 120,000	<input type="checkbox"/> KRW 150,000	<input type="checkbox"/> KRW 150,000	

\*Benikea Hotel Art Hall : Breakfast is not served on every Monday.

Check-in Date (dd/mm)	Check-out Date (dd/mm)
No. of Nights	No. of Rooms
Guest Name	※ If a guest is different from the participant indicated above
Accompanying Person's Name	※ I will share my room with this person
Special Request	※ e.g. non-smoking room(in English only)
<input type="checkbox"/> If you want to experience the Korean residential culture( <i>Ondol</i> ), Please check the box.	

## [3] Payment Method

Payment Method	<input type="checkbox"/> Credit Card	<input type="checkbox"/> 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 Holder's Name	Card Holder's Signature
	* Card Validation Code(CVC) – AMEX: 4-digit number / Visa or Master: 3-digit number * I hereby authorize the housing bureau to debit my credit card.	
[Option 2] Bank Transfer (Only USD, Euro)	- Bank/Branch: KB Kookmin Bank/ Maebong Branch (Tel: +82-2-578-6424) - Account No.: 519768-11-001860 - Beneficiary: Kim's Travel Service Co., Ltd - SWIFT Code: CZNBKRSEXXX - Bank Address: Dogok-dong, Gangnam-gu, Seoul, Korea, 135-272 - Details of Payment: Participant's Name - Sender's Name: (In case the sender's name is different from the participant.)	
	* All bank transfer fees should be paid by the participant. * Please send us a copy of remittance receipt by E-mail( <a href="mailto:convention02@kimstravel.com">convention02@kimstravel.com</a> ) or fax(+82-2-571-9921)	