

Hotel Reservation Guide

1. Go to the hotel website reservation page:
<http://www.zhejianghotel.com/en/reservation.html>
2. Enter arrival and departure dates, numbers of rooms and Click “Search”. A new page appears and displays information on available rooms.
3. Look at the Search section at top of the page, enter the special reservation code, “**ICP2DC4**”, in the field of “Reservation Code”. Click “Search” and a new page appears.
4. Rates reserved to conference participants are now displayed. Look at several available types of rooms: [Superior Room], [Grand Room], [Business Room] and [Business Suite]. Choose one type and click “Booking”. A popup will appear, please click on “Skip” button.
5. Check the section [Booking details] and [Booking conditions] then fill the form in the sections [Guest information] and [Contact information]. Click on “next button” at the bottom the form.
6. Check your booking (“payment at hotel” it’s the only available option), confirm your acceptance of conditions and click on “submit” button. In a short while, your email box receives two messages entitled “Zhejiang Hotel: Reservation Confirmation” and “Zhejiang Hotel: Password for querying your reservation”.

Note 1: Check in - When you arrive at the Hotel, please produce your booking “Order No” at the reception and pay deposit. Settle your hotel bill when you check out.

Note 2: Cancel booking - You may cancel after the booking is successfully made. Visit www.zhejianghotel.com. Click “My Reservation”. You see the page of “Query order”. Enter “Order no” and “Password” which you got in your email box, and click “submit”. You see the booking details in the next page. If you want to cancel the booking, or change its dates and room, click “Cancel”. Your email box will receive cancellation conformation from Zhejiang Hotel. If you like to make a new booking, follow the procedure above.