

2026 Asia Pacific Down Syndrome Federation Annual General Meeting

Dec. 01-04, 2026

HOTEL RESERVATION FORM

Attention: CAESAR PARK HOTEL TAIPEI –Sales & Marketing Dept. Mr. Ryan Chang / Sales Manager

Tel: 886-2-2311-5150 ext.2418 Fax: 886-2-2312-2180

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Please complete this form to precede the subsidy booking and provide valid credit card details for guarantee booking.

Guest Details (Please TYPE or PRINT Clearly in CAPITAL LETTERS)

Salutation: ☐ Mr. ☐ Mrs. ☐ Ms. Hotel use Reference #

Last name: _____ First Name: _____

E-mail: _____ Cell Phone: _____

Hotel Check-in Date (mm/dd): _____ Hotel Check-Out Date (mm/dd): _____

Room Type <Select your room type in ☐ mark>

☐	Metro Single Room (One Queen bed for 1 person)	NTD 4,180net (with 1 breakfast)
☐	Metro Double Room (One Queen bed for 2 people)	NTD 4,510net (with 2 breakfast)
☐	Metropolis Twin Room (Two single beds for 2 people)	NTD 4,730net (with 2 breakfast)

- Any non-guaranteed reservation will be cancelled 15 days prior to arrival date. For any no-show or cancellation of reservation within 7 days of the arrival date, one night deposit will not be refunded.
- Official check-in time is at 15:00 p.m. and check-out time is at 12:00 p.m.. Check-in require prior to 12:00 p.m. will subject to additional one night room charge.
- The Hotel will send a written confirmation upon receipt of the completed form.
- Rooms are available on a first-come, first served basis. Reservations are NOT confirmed until the hotel sends a confirmation number.

Airport Transportation-LIMO <If you do not need transportation please do not fill the flight information>

☐ No need	☐ YES, From airport to hotel	☐ YES, From hotel to airport
	Flight No: _____	Flight No: _____
	Arrival Time: _____	Departure Time: _____

- The airport pick up service is available at the cost of NT\$2,200net per car per trip (maximum 2 persons), if needed, please reply with the flight details and put a mark on ☐
- If you cannot find the driver please contact concierge +886-2311-5150 ext. 2244 directly.
- The airport representative will wait for 90 minutes after the plane has landed at the airport. After 90 minutes, the transportation fees NT 2,530 will be calculated according to the charter price. Over 120 minutes will charge NT\$ 3,800. THE FEE WILL BE PAID BY GUEST OWN ACCOUNT.

Credit card information For Guarantee the booking (AE, JCB, VISA, Master Only) **Do Not Use Debit Card**

Card No. _____ Exp. Date _____

Card Holder Signature _____

- No reservation will be accepted without credit card details. In case of **no-show** on the arrival date or **cancellation within 7 days** of the arrival date, **one night deposit will be charged.**
- The Hotel will send a written confirmation upon receipt of the completed form.
- Please read the above detail and return this form before **10/27 15:00PM (Taipei Time), 2026**. Please do not hesitate to contact us if you have any inquiries.