

SSLW2025: The 21st Symposium on Second Language Writing

RESERVATION FORM (RLC57733)

Reservation Information

Mr
Guest Name : Ms _____
 Mrs (Last name) (First name)

Contact Method : Tel No: +()-()- Fax No: +()-()
Email: _____

Room Types : Standard Single (one single bed) : NT\$ 2,200 per night.
 Semi-Suite(two single bed) : NT\$3,700 per night.
 Semi-Suite(one queen size bed) : NT\$3,700 per night.

Arrival Date : _____ **Departure Date** : _____

Guarantee Information

Credit Card VISA Master American Express JCB UnionPay

Cardholder's Name _____

Credit Card No. _____

Expiry Date _____

Cardholder's Signature _____

Hotel Remarks

1. Room Rate is inclusive of breakfast, tax and 10% service charge.
2. Check-in time after 3:00pm, check-out time before 11:00 noon
3. **Reservation in advance is required and subject to availability.**
4. Smoking is prohibited inside The Howard International House
5. For reservations or queries, please directly return the reservation form to Howard International House Taipei by fax: +886-2-7712-2101 or email: rv2101-ih@howard-hotels.com.tw before **AUG 25, 2025**.
6. **For no-show or cancellation within 48 hours, one night deposit will be charged.**
7. **Please contact with us by e-mail or fax if you have not received the confirmation.**
8. If you need pick-up services, we will request a pre-authorization for the amount of transportation in advance from the credit card details you provided. Any no-show or cancellations within 24 hours will incur a charge of 100% transportation fee.

Transportation Arrangement (from Taoyuan Airport to the Hotel)

- No need
- Benz (1~2 persons, NT\$1,900/per trip), the number of persons: _____
Check in date : _____ Flight No. : _____ arrival time : _____
- Mini-Van (3~5 persons, NT\$2,400/per trip), the number of persons: _____
Check in date : _____ Flight No. : _____ arrival time : _____

Howard Civil Service International House Taipei

No. 30, Hsin Sheng South Road Sec. 3, Taipei, Taiwan 106, R.O.C.

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