**Information Sheet for Hotel Room Reservation**

SDPC 2017 International Conference in Shanghai

The SDPC 2017 International Conference will be held at Shanghai Aircraft Customer Service Co., Ltd., 100 Jiangchuan East Road, Shanghai, China. The conference hotel will be the Xueyuan Center, a four-star high-standard hotel, located alright on the campus of Shanghai Aircraft Customer Services Co., Ltd.

Please download the hotel room reservation information sheet under the “Download” page and send the completed sheet to the hotel reservation email SDPC2017\_COMAC@163.com. The subject line of your email should be “SDPC 2017 room reservation + your full name”. Please note that each room reservation requires one completed information sheet. This reservation does not require a payment or deposit in advance. Once the staff receive your completed hotel reservation sheet, the hotel reservation will be made with the Xueyuan Center on your behalf. When you arrive and check in the hotel, you need to show your ID or passport, and pay the expense of your stay with the hotel. Please enjoy your stay with the special hotel rate for SDPC 2017. If you have any questions regarding hotel reservation, please feel free to contact Ms. Zhi LYU, (+86)21-20875198, (+86)15652192295, or Mr. Zhulin LIU, (+86)13564580906.

The following gives the required information sheet you need to complete for each hotel room reservation.

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** |  | | |
| **Last Name** |  | | |
| **Affiliation** |  | | |
| **ID/Passport Number** |  | | |
| **Citizenship** |  | | |
| **Mailing Address** |  | | |
| **Room Selection** | **Standard Room**  (two single beds, RMB 300/night) | |  |
| **Deluxe Room**  (one king bed, RMB 400/night) | |  |
| **Your Check-in Date** | August\_\_\_\_\_ | **Your Check-out Date** | August\_\_\_\_\_ |