

# MMUN Conference Package Booking Form

## Conference Information

Location  China Conference

Package  Conference registration; Airport shuttle service from and to Shanghai and Hangzhou airports; Hotel accommodations in twin or triple (king + 1 cot bed) rooms at Blossom Water Museum Hotel from October 2nd-8th (6 nights and 7 days); All meals from October 2nd-8th (6 nights and 7 days) – starting with dinner on Oct 2nd, ending with breakfast on Oct 8th, and A 2-day tour of the historic city of Hangzhou, the capital of Chinese art, medicine and culture. Hangzhou is also the host city of the West Lake, a UNESCO World Heritage Site.

## School Information

School Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Person's Email Address \_\_\_\_\_

# of Registered Participants \_\_\_\_\_ Student Delegates \_\_\_\_\_ Non-Delegates \_\_\_\_\_ Total of Participants

Total # of Rooms Needed \_\_\_\_\_



## [!] Important Booking Instructions:

- > You **MUST** use one of the following software to fill out this form: **Adobe Reader DC, Acrobat 9 Pro, Pro Extended, or Standard, Acrobat 8 Professional, or Acrobat 3D Version 8**. IF YOU DO NOT USE ONE OF THE LISTED SOFTWARE, THIS FORM MAY NOT PROPERLY SAVE. Download any of these versions for FREE at <https://get.adobe.com/reader/>
- > Each form will allow you to book the conference package for a **maximum of 75 participants (25 rooms)**. If the number of registered participants in your group is **greater than 75 or your need for hotel rooms exceed 25**, please download another booking form from our website.
- > Each school must submit **only 1 (one) booking form**. Multiple forms will only be accepted if booking request require **more than 25 hotel rooms**.
- > Booking forms will **NOT** be processed if your group is not fully registered on the school dashboard.
- > First and last names of participants must be listed **as they appear on passport**.
- > If your group needs to arrive early or stay beyond the conference dates, we will be able to offer the posted discounted rates **as long as there is availability**. Please specify **arrival and departure dates** under the corresponding fields in this form.
- > Please Download the form and save it to your computer first, and then begin to fill-in. After filling out this form, **please save it on your computer and name the file after your school name**. **IF YOU HAVE NOT USED THE LISTED SOFTWARE, THE INFORMATION MAY NOT PROPERLY SAVE.**
- > Email the filled out form to **booking@montessori-mun.org** and type the conference name in the email subject line, e.g., **China Conference, NYC Conference, Rome Conference or Midwest Conference**. You Should also use the 'Submit Form' button at the top of the page to automatically submit via an email client set up on your computer.
- > The pricing information (IF APPLICABLE) will auto-populate, and will make for an easy and smooth process.
- > Incomplete forms will be returned.



# MMUN Conference Package Booking Foto



## Conference Package Billing Summary

Room Count	Room Type + Number of Occupants	Total Price (6 Nights)	Extra Nights (If Needed)	Total Extra Nights	Total per Room (6 Nights) Including Extra Night(s) (If Needed)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Sum total per room for all rooms in your billing summary and type in the amount on the field 'Approved Charge' on the Credit Card Authorization page.

# MMUN Conference Booking Form

Grand Total in USD (from page 3)



## Credit Card Authorization (up to 3 credit cards)

#1	<b>Cardholder Name</b> <input type="text"/>	<b>Credit Card Number</b> <input type="text"/>	<b>Exp. Date</b> <input type="text"/>	<b>CVV code</b> <input type="text"/>	<b>Approved Charge</b> Total amount in USD <input type="text"/>
	<b>Billing Address</b> Street (Include street, apartment or suite number) <input type="text"/>	City <input type="text"/>	State/ Province <input type="text"/>	Zip Code <input type="text"/>	Country <input type="text"/>
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#2	<b>Cardholder Name</b> <input type="text"/>	<b>Credit Card Number</b> <input type="text"/>	<b>Exp. Date</b> <input type="text"/>	<b>CVV code</b> <input type="text"/>	<b>Approved Charge</b> Total amount in USD <input type="text"/>
	<b>Billing Address</b> Street (Include street, apartment or suite number) <input type="text"/>	City <input type="text"/>	State/ Province <input type="text"/>	Zip Code <input type="text"/>	Country <input type="text"/>
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#3	<b>Cardholder Name</b> <input type="text"/>	<b>Credit Card Number</b> <input type="text"/>	<b>Exp. Date</b> <input type="text"/>	<b>CVV code</b> <input type="text"/>	<b>Approved Charge</b> Total amount in USD <input type="text"/>
	<b>Billing Address</b> Street (Include street, apartment or suite number) <input type="text"/>	City <input type="text"/>	State/ Province <input type="text"/>	Zip Code <input type="text"/>	Country <input type="text"/>

Is there any additional information you would like to share with the MMUN booking team?

By filling out this form, you authorize MMUN to collect payment for the amount indicated under the section "Approved Charge" of this form by processing the credit card(s) provided.

**Sign** (by typing in your name)

**Date**