Reservation Form

|  |  |
| --- | --- |
| **Tour Bureau of ICASSP 2024**  **(**GTN Co, Ltd**)** | **Tel. : +82-2-2088-8851**  **E-mail** : [**gtn@gtn.or.kr**](mailto:gtn@gtn.or.kr)  **Add.** : Unit. #825, Officia B/D 8F, 92 Saemunanro, Jongno-gu,  Seoul, Republic of Korea |

1. **Please print or type clearly in blocks** and send the completed form to the Tour Bureau via email.
2. After receiving completed Reservation Form with the appropriate payment info, a confirmation letter will be sent via email within a week.

**[For Reservations via E-mail]**

1. ※ The minimum required number of participants are 20 people for each tour programs. The tour programs are subject to be changed or cancelled if the minimum requirement is not reached. It will be noticed individually to the indicated email address mentioned in reservation form.

* **The full amount of your selected tour rate will be charged with the given card information by Tour Bureau (GTN Co, Ltd) within one week from the day of each tour’s confirmation.**
* Confirmation letter will be sent when the tour payment is made.
* If you do not have any credit card, you should remit the tour fee(s) to the Tour Bureau at least within two

weeks prior to the tour date. (※ Please refer to the bank info on the last page) Otherwise the tour reservation will be cancelled automatically.

* ※ Please note, the remittance fee should be borne by the sender. It is not included in the tour rate.
* Receipt will be issued by the Tour Bureau upon individual request within a week via mail after the event period.

1. **[General Notice]**

* The tour reservation will be processed on a first-come, first-served basis.
* The tour programs will be operated on 14th, 15th , 20th of April. For any changes and cancellation, please contact the Tour Bureau directly via email (gtn@gtn.or.kr).
* Reservation Deadline:26th Mar (Tue), 2024
* After the date, Tour Programs are not guaranteed and subject to change.
* In case of any Group Tour Requests on other dates are required, it needs to fulfil the minimum number of participants for each Tour Programs to operate. These request requires to be done via E-mail only.
* For group reservation (more than 1 person), it is required to make your reservation directly to the Tour Bureau.
* All dates are based on Korean Standard Time (KST : GMT +9Hrs).
* The tour programs is subject to be changed due to local circumstances and weather condition.

1. **[Cancellation & Refund Policy]**

* Any change or cancellation requests must be made to the Tour Bureau via e-mail only.
* Refund will be made after the event period due to administrative reasons and bank service charges will be deducted from the refund amount.
* Tour rates will be charged as Korean Won (KRW), and refunded amount may differ from the charged amount due to exchange rate.

|  |  |
| --- | --- |
| **Cancellation before 26 Mar 2024** | **Refundable** |
| **Cancellation from 26 Mar 2024, and No-show** | **Non- Refundable** |
| **\* No-shows**: Not showing-up to the pick-up location without any notice in advance. | |

**1. Participant’s Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **\* Full Name** |  | (**※** The name requires to be same as passport name) | |
| **\* Title / Gender** | **🞏**Mr. **🞏**Ms. **🞏**Prof. **🞏**Dr. **🞏**Other | **\* Nationality** |  |
| **\* Tour Date** |  |
| **\* Tour No. / Tour Name** |  | **\* No. of Participants** |  |
| **\* E-mail Address &**  **Contact No. in Korea** |  | **\* Accompanying**  **Person’s Name** |  |
| **Special Request/Dietary** | **※** All participants in a same group of the tour programs will use same restaurants. Individual request for a separate restaurant is unavailable. (**e.g. : Separate Halal / Indian / Veg. Meals Unavailable**) | | |
| **Hotel Name** | **(\* For Emergency Contact only)** | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2. Tour Programs** (Please **V** check to your choice) | | | | | | | | | |
| **Tour**  **No.** | **Tour Names** | **Tour Rates**  **/person**  **(KRW)** | | **Selection** | | **Tour Date & Duration** | **Min. No.**  **of Pax** | | **Max No.**  **of Pax** |
| **Half Day & Full Day Tours** | | | | | | | | | |
| **HT-1** | **Seoul Palace & Temple Tour** | | KRW 112,000 | | 🞏 | APR 14(Sun) / 09:00~15:00 | | **20** | **30** |
| 🞏 | APR 15(Mon) / 09:00~15:00 | |
| 🞏 | APR 20(Sat) / 09:00~15:00 | |
| **HT-2** | **DMZ Tour** | | KRW 125,000 | | 🞏 | APR 14(Sun) / 07:00~14:00 | |
| 🞏 | APR 20(Sat) / 07:00~14:00 | |
| **HT-3** | **Seoul City Tour** | | KRW 108,000 | | 🞏 | APR 14(Sun) / 09:00~16:00 | |
| 🞏 | APR 20(Sat) / 09:00~16:00 | |
| **HT-4** | **Suwon Hwaseong Tour** | | KRW 114,000 | | 🞏 | APR 14(Sun) / 08:00~17:00 | |
| 🞏 | APR 15(Mon) / 08:00~17:00 | |
| 🞏 | APR 20(Sat) / 08:00~17:00 | |
| **HT-5** | **Korean Folk Village Tour** | | KRW 148,000 | | 🞏 | APR 14(Sun) / 09:00~16:00 | |
| 🞏 | APR 15(Mon) / 09:00~16:00 | |
| 🞏 | APR 20(Sat) / 09:00~16:00 | |
| **HT-6** | **Seoul Palace & Historic Local Tour** | | KRW 110,000 | | 🞏 | APR 14(Sun) / 09:00~16:00 | |
| 🞏 | APR 20(Sat) / 09:00~16:00 | |
| **HT-7** | **Seoul Traditional Experience Tour** | | KRW 106,000 | | 🞏 | APR 14(Sun) / 09:00~16:00 | |
| 🞏 | APR 15(Mon) / 09:00~16:00 | |
| 🞏 | APR 20(Sat) / 09:00~16:00 | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HT-8** | **Seoul Folk Culture Tour** | **KRW 127,000** | | **🞏** | | APR 14(Sun) / 09:00~16:00 | **20** | | **30** |
| **🞏** | | APR 20(Sat) / 09:00~16:00 |
| **HT-9** | **Hanbok & Tea**  **Experience Tour** | **KRW 165,000** | | **🞏** | | APR 14(Sun) / 08:00~16:00 |
| **🞏** | | APR 15(Mon) / 08:00~16:00 |
| **🞏** | | APR 20(Sat) / 08:00~16:00 |
| **Night Tour** | | | | | | | | | |
| **NT-1** | **Seoul Night Tour** | | **KRW 120,000** | | **🞏** | APR 14(Sun) / 18:30~22:00 | | **20** | **30** |
| **🞏** | APR 20(Sat) / 18:30~22:00 | |

**4. Payment Method** (**※** **Please indicate your preferred payment method**.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Method** | 🞏 Credit card 🞏 Bank transfer | | | | | |
| **Option 1:**  **Credit card** | Card type : | 🞏 VISA 🞏 Master 🞏 AMEX | | | | |
| Card Number : |  | | | | |
| Expiration date : | (mm/yy) | | \*\*CVC code | |  |
| Holder’s Name : |  | | \*\*Holder’s Signature: | |  |
| I hereby authorize the Tour Bureau (GTN Co, Ltd) to debit my credit card. | | | | | |
| **\***Card Validation Code: **AMEX**: 4-digit number on the front side, **VISA / Master**: 3-digit number on the back side | | | | | |
| **Option 2:**  **Bank**  **Transfer** | Sender’s name : |  | | | **※ In case the sender’s name is different**  **from the participant** | |
| Bank Transfer | **Bank/Branch :**  **Account No. :**  **Beneficiary :**  **SWIFT Code :**  **Bank Address :**  **Details of Payment :** | Shinhan Bank / Digital Central Business Finance Center Branch  140-014-356594  GTN Co., Ltd.(Global Tour Networks)  **SHBKKRSE**  **136, Sejong-daero, Jung-gu, Seoul, Republic of Korea**  **\*\* Participant’s(Sender) Name, ICASSP 2024 \*\*** | | | |
| **※ All bank charges for remittance must be paid by the participant.**  **※ A copy of receipt** for your bank remittance with the participant’s name should be sent to the Tour bureau by email **gtn@gtn.or.kr** | | | | | |