

GROUP HOUSING FORM

2016 Rotary International Convention
Seoul, Republic of Korea
28 May-1 June 2016



OFFICIAL GUIDELINES

Rotary International (RI) thanks you for your support of the 2016 Seoul convention. RI is under contract with the hotels in the host city to fill a minimum number of rooms. If the minimum is not met RI may incur penalties. To protect RI from incurring penalties, and to ensure that all groups are holding a realistic number of rooms, RI requires groups to commit to their room block by prepaying two nights' room and tax for each room reserved. Please refer to your invoice for full details, which may vary per hotel.

Groups requiring 15 or more rooms must comply with the timeline below in order to secure rooms via the official room block. Only fully completed materials returned by the established deadlines will be accepted.

3 June – 1 September 2015: Group Housing Forms accepted

- Group Housing Forms and electronic submissions will be processed on a first-come, first-served basis by Rotary's official housing provider, onPeak. Requests received before 3 June 2015 will not be acknowledged. Requests received after 1 September 2015 will be reviewed subject to availability. Group requests will not be honored over the phone.
- onPeak staff will be available at the 2015 convention in São Paulo, Brazil, to accept Seoul reservations or Group Housing Forms in person. Requests also may be submitted to the address provided below as of 3 June 2015.
- An Official Offer of Rooms will be delivered to the group representative within 10 business days of receipt of request. The offer will be clearly marked with a return due date. All offers must be returned to onPeak by the date indicated and the offered room block must be accepted, adjusted, or declined. A credit card number must be included to guarantee each accepted room.
- Failure to accept, adjust, or decline the official offer of rooms by the return due date will result in cancellation of the offer.
- After onPeak has received an accepted offer and has verified all credit card information, one of its designated group coordinators will contact the designated group representative to provide guidance regarding upcoming deadlines.
- The hotel where group rooms are assigned may also send a document regarding the hotel's policies for the group representative to sign.

1 December 2015: Deposit/Block Adjustment deadline

- Group room blocks may be reduced and/or adjusted without penalty until 1 December 2015. An invoice for the amount due will be sent by onPeak approximately three weeks before this date. The prepayment of two nights' room and tax is payable by wire transfer in Korean Won to the hotel where rooms are assigned. This payment should be sent directly to the hotel with a copy to the designated group coordinator at onPeak. Credit or debit cards will not be accepted for this payment. Please allow adequate time for your wire transfer to arrive at the hotel by 1 December. Please note, any fees associated with the wire transfer are the sole responsibility of the group.
- Failure to submit full prepayment by 1 December 2015 and to copy the designated onPeak group coordinator will result in cancellation of the rooms for which prepayment was not sent.
- Reductions in the number of room nights booked or complete room cancellations will result in forfeiture of prepayment. Reductions or cancellations should be made through the group coordinator at onPeak. The assigned hotel will retain the prepayment as a cancellation fee.

31 March 2016: All names required

- This is the last day to provide names for all rooms reserved. Any rooms held that are left unassigned will be canceled and the deposit will be forfeited as a fee retained by the hotel. Groups may continue to make name changes to reservations through 15 April, but all rooms must have an assigned name by the 31 March deadline.

Please refer to your hotel's individual deadline to know when group representatives should begin working directly with the hotel for any changes or requests.

Please direct all housing-related inquiries to:

onPeak
Rotary Group Coordinator
350 North Clark Street, Suite 200
Chicago, IL 60654
USA
Email: rotarygroup@onpeak.co
Fax: +1-312-329-9513

onPeak use only:

Received: _____
Agent: _____
Hotel: _____
Offer: _____
Acc: _____
Deposits: _____
Rooms: _____ ID: _____
Total paid: _____

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SEOUL GROUP ACCOMMODATIONS

Rotary International may continue to add hotels to the official room block as necessary to accommodate demand. For the most up-to-date rates, please consult the onPeak housing website at <https://onpeak.co/rotary>.

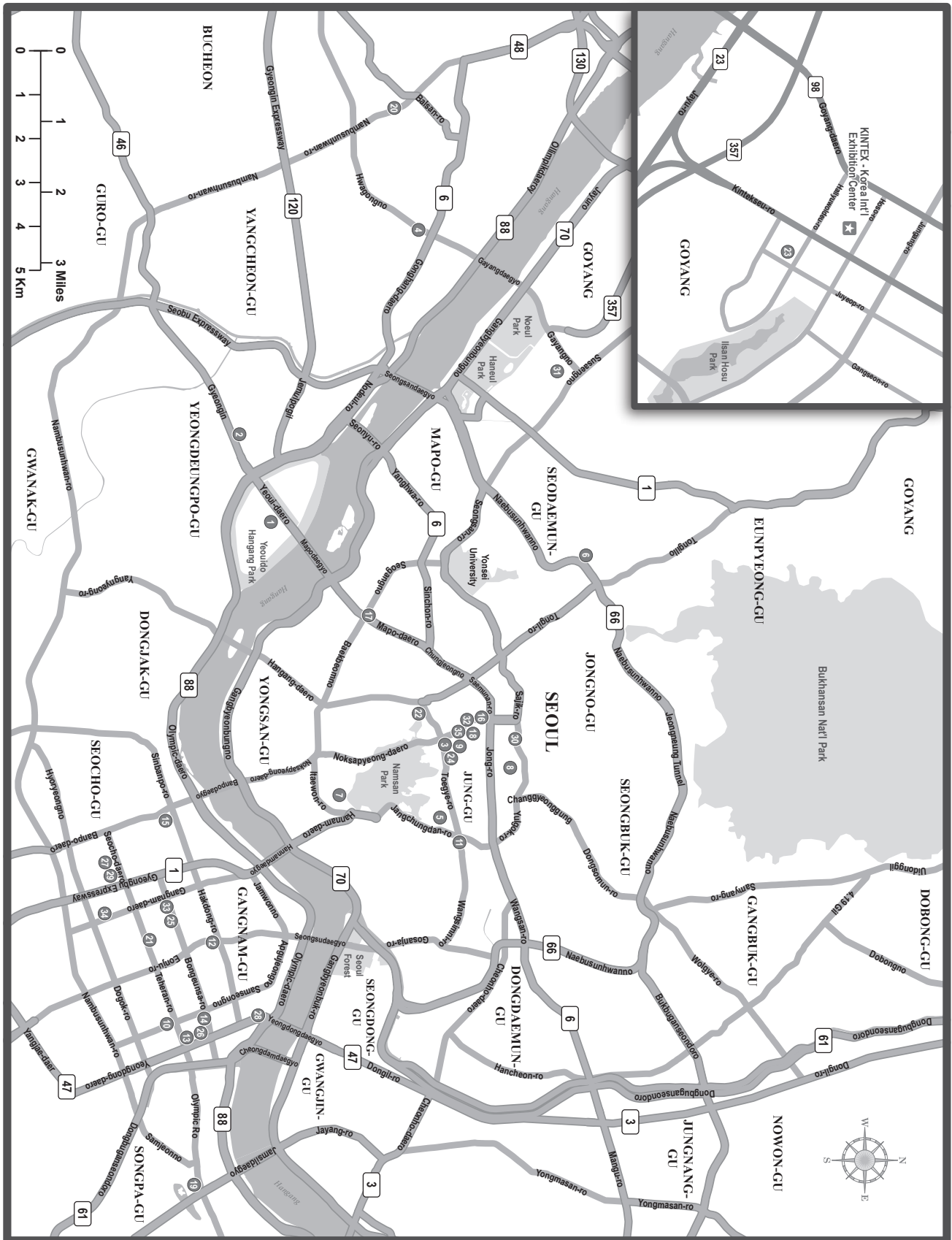
| Map | Hotel Name |
|-----|--|
| 1 | □, ♥ Conrad Seoul |
| 2 | Courtyard by Marriott Seoul Times Square |
| 3 | Days Inn Seoul Myeongdong |
| 4 | Golden Seoul Hotel |
| 5 | Grand Ambassador Seoul |
| 6 | □ Grand Hilton |
| 7 | Grand Hyatt Seoul |
| 8 | Ibis Ambassador Seoul Insadong |
| 9 | Ibis Ambassador Seoul Myeong-dong |
| 10 | Ibis Ambassador Seoul Gangnam |
| 11 | Ibis Budget Ambassador Seoul Dongdaemun |
| 12 | Imperial Palace |
| 13 | □ InterContinental Grand Seoul Parnas |
| 14 | □ InterContinental Seoul Coex |
| 15 | □ JW Marriott |
| 16 | Koreana |
| 17 | Lotte City Hotel Mapo |
| 18 | Lotte Hotel Seoul |
| 19 | Lotte World |
| 20 | ■, ▲ Mayfield Hotel Seoul |
| 21 | Mercure Ambassador Seoul Sodowe |
| 22 | Millenium Seoul Hilton |
| 23 | □, ▲ MVL Hotel Kintex |
| 24 | Nine Tree |
| 25 | Novotel Ambassador Gangnam |
| 26 | Oakwood Premier Coex |

| Map | Hotel Name |
|-----|--|
| 27 | Provista |
| 28 | Hotel Riviera Seoul |
| 29 | The Palace Hotel |
| 30 | Somerset Palace |
| 31 | ● Stanford |
| 32 | The Plaza |
| 33 | The Ritz-Carlton Seoul |
| 34 | Urban Place Gangnam |
| 35 | Westin Chosun Seoul |
| ☒ | KINTEX - Korea International Exhibition Center |

- Official participant hotels (available to 2015-16 district governors, district governors-elect, past RI directors, and 2016 committee chairs)
- Official Youth Exchange officers hotel
- Official Rotaract hotel
- ▲ Official Alumni hotel
- ▲ Official International Institute hotel
- ♥ Arch Klumph Society hotel

Rates (in Korean Won) are for single and double occupancy, unless otherwise noted, inclusive of taxes and 7% commission to onPeak. Additional fees may apply for more than two people sharing a room. Breakfast is included unless otherwise noted.

Note: Room type names may vary, but are equivalent to Standard rooms.



SEOUL, REPUBLIC OF KOREA
2016 RI CONVENTION, 28 MAY-1 JUNE 2016