GROUP HOUSING FORM

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







IMPORTANT INSTRUCTIONS

Groups requiring 15 or more rooms can submit an online housing form by visiting www.onpeak.co/rotary-groupform. This process will allow you to view individual hotel information and you will receive a confirmation summarizing your request once it has been approved. Group housing request forms are also still available should you choose not to submit your request online. All requests are processed on a first-come, first-served basis by Rotary's official housing provider, onPeak. Incomplete forms will delay or invalidate your request.

- Requests received before 3 June 2015 will not be acknowledged.
- Requests should be submitted by 1 September 2015 for best availability.
- Once your request is received, you will receive an Official Offer of Rooms letter. Please pay special attention to the RETURN DUE DATE. Offers that are not accepted and returned by this date will be canceled.
- A credit card guarantee is required at the time of acceptance.
- Group room block requests may be reduced or adjusted without penalty through 1 December 2015.
- A nonrefundable prepayment for two nights' room and tax is due by 1 December 2015.
- See Official Guidelines on page 2 for more details.

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Group Name

Email

Address or PO Box						
City	State/Province					
Postal Code	Country					
2. GROUP REPRE	SENTATIVE					
Family Name						
First Name						
Company						
Phone (including country	and city codes)					
Fax (including country an	d city codes)					

By submitting this form, you agree that onPeak may share the information collected during the reservation process with the hotel reserved for you. As a result, this information will be subject to the hotel's privacy policy

3. HOTEL CHOICES

Please list up to three hotels in order of preference. Every effort will be made to honor your request. However, onPeak may have to substitute a hotel that is not on your list if those you request are unavailable.

DEPOSIT INFORMATION

Payment is not required now. Once you accept the Official Offer of Rooms you will be required to submit a valid credit card number and expiration date to secure rooms. An invoice for the amount due will be sent by onPeak approximately three weeks before 1 December 2015. Two nights' room and tax charges for each room reserved is payable by wire transfer in Korean Won to the hotel where rooms are assigned. Credit and debit cards will not be accepted for this payment. Failure to submit two night's room and tax for each room reserved by 1 December 2015 and to copy the designated onPeak group coordinator will result in cancellation of the rooms for which prepayment was sent. Please refer to the Official Guidelines for detailed instructions. Any fees associated with wire transfers are the sole responsibility of the group.

SUBMIT COMPLETED FORM TO:

onPeak, Attn: Rotary Group Coordinator 350 North Clark Street, Suite 200 Chicago, IL 60654 USA

Email: rotarygroup@onpeak.co

Fax: +1-312-329-9513

Enter your request for rooms in the spaces below. Note: If you are requesting multiple blocks at different hotels, please submit a separate request for each block of rooms (e.g., requests for 20 rooms at Hotel A and 15 rooms at Hotel B would be submitted on two forms).

Day/Date	Sun 22 May	Mon 23 May	Tue 24 May	Wed 25 May	Thu 26 May	Fri 27 May	Sat 28 May	Sun 29 May	Mon 30 May	Tue 31 May	Wed 1 June	Thu 2 June	Fri 3 June	Sat 4 June	Sun 5 June	Mon 6 June	Tue 7 June	Total Room Nights
Number of Rooms Requested																		

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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.

Мар		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	□, Δ	MVL Hotel Kintex
24		Nine Tree
25		Novotel Ambassador Gangnam
26		Oakwood Premier Coex

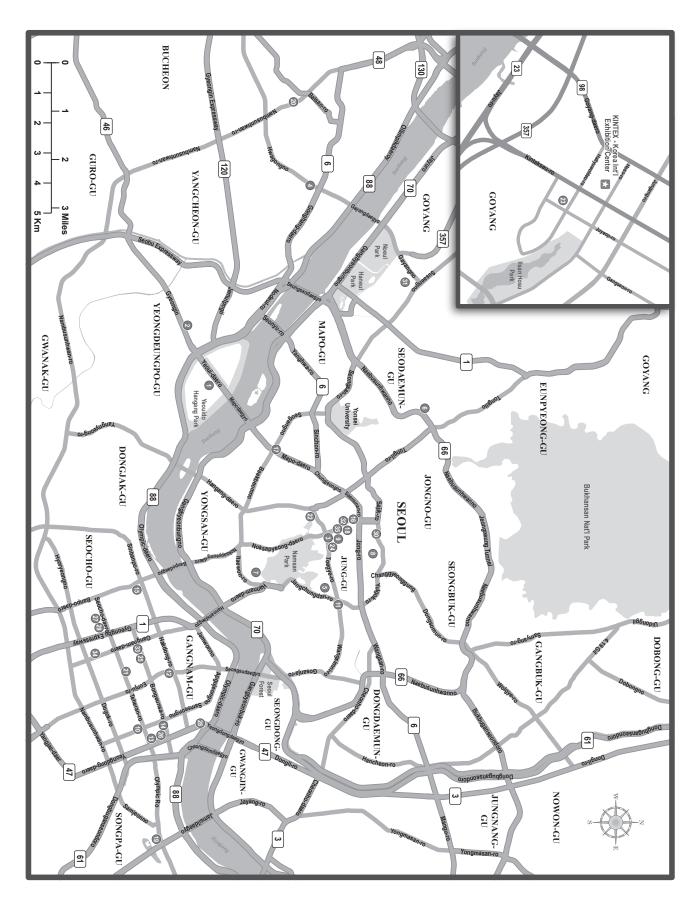
Мар	Hotel Name
27	Provista
28	Hotel Riviera Seoul
29	The Palace Hotel
30	Somerset Palace
31 •	Stanford
32	The Plaza
33	The Ritz-Carlton Seoul
34	Urban Place Gangnam
35	Westin Chosun Seoul
*	KINTEX - Korea International Exhibition Center

□ 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 KOREA2016 RI CONVENTION, 28 MAY-1 JUNE 2016