**The International Conference of the Korean Society for Molecular and Cellular Biology 2013**

2013 October 09-11, COEX, Seoul, KOREA

TOUR RESERVATION FORM

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| **Please complete this form and send it by e-mail or fax (****sungwontour@gmail.com** **or +82-2-752-1522) to the official travel agency [Sungwon Tour Agent] before August 31, 2013. If you have any changes regarding your tour reservation, please contact the Sungwon Tour Agent.** |

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| **Contact us** | **SUNGWON TOUR AGENT** |
| 1901, Namgang B/D, 32-2 Mugyo-dong Jung-gu, Seoul, KOREATel: +82-2-737-1725 / Fax: +82-2-752-1522E-mail: **sungwontour@gmail.com** |

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| **1. Personal Information** |
| **Title** | □ Dr. □ Prof | **Gender** | □ M. □ F |
| **Name** | (First Name)  | (Middle Name) | (Last Name) |
| **Organization** |  | **Country** |  |
| **Address** |  |
| **Tel.** | (Please Include Country & Area Code) | **Fax.** | (Please Include Country & Area Code) |
| **E-mail** |  | **Passport No.** |  |
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| **Arrival Date** |  | **Time:** |  | **Flight No.** |  |
| **Departure Date** |  | **Time:** |  | **Flight No.** |  |

**2. Tour Booking Details**  |
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| **Select Tour Type** | □ Tour 1 (8 Oct.) | □ Tour 2(9 Oct.) | □ Tour 3(10 Oct.) | □ Tour 4(10-11, Oct.) |
| **Travelling****companions** | **1.** | Name: |  | Country |   | □ M. □ F |
| **2.** | Name: |  | Country |  | □ M. □ F |
| **3.** | Name: |  | Country: |  | □ M. □ F |
| **4.** | Name: |  | Country |  | □ M. □ F |

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| **3. Payment Guarantee** |
| **Payment : Cash Only :** After booking we will send an invoice by emailBy Bank TransferI remitted the total amount on date (date)\_\_\_\_\_\_\_\_\_\_\_\_\_ by bank transfer through my bank (name of bank)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to the following.Total Amount KRW/USD\_\_\_\_\_\_\_\_\_\_\_\_ (The rate will be base on the transfer sale rate.)Name of Bank Kookmin Bank Account Number 023501-04-038388 Name of Account Holder Sungwon Tour Swift Code CZNBKRSE Bank Address : 9-1 Namdaemunro-2ga, Jung-gu, Seoul, KOREA |

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| **4. Deadline** |
| **In order to take advantage of the special rates for this conference, please be sure to book your tour by** **August 31, 2013.**• Please note that the tour rates are fixed in KRW (Korean Won).• Reservation requests are filled on a first-come, first-served basis.• All requests for tour require as a deposit. |
| **5. Cancellation & Refund Policy** |
| • Cancellations MUST be sent to the the official travel agency Sungwon Tour Agent. Cancellations can be made up until 7 days prior to arrival without penalty. (Korean Local time basis)• Cancellation 7 days before the scheduled date : 20% penalty on the tour fee• Cancellation 2 days before the scheduled date : 50% penalty on the tour fee• Cancellation on the day of the tour : No refund• No-shows will be subject to charge for tour.• All bank charges will be deducted from the refund amount.• Please note that for administrative reasons, refunds will be made after the conference.• Tour rates will be change depending on the personnel to participate changes. |
| **6. Tour Policy** |
| • To apply for the tours, please contact the official travel agency, Sungwon Tour no later than **August 31, 2013**. • Tours are subject to change or cancel if the number of participants fails to reach the set minimum.• In case of cancellation, the travel agent will contact individually.• Applications are accepted even after **August 31, 2013** provide vacancies remain.• All package tours include the guide, transportation, and admission fee. • Don’t act independently during the package group tour. • Considering the traffic jam of city, pick up service will be delayed occasionally. • Sungwontour will not be responsible for your personal incidents and loss during the tours. |
| **I have read and understood the cancellation and refund policies and wish to confirm my tour reservation as above.** |
| **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Applicant Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |