

User Guide

Kindly book the hotel through <https://www.dytmgm.com/en/roomReservation.jspx>.

The screenshot shows the hotel booking process on the website. Red boxes highlight specific fields, and red arrows point to callout boxes with instructions:

- TRAVEL DATES:** ARRIVAL (2019-08-01) and DEPARTURE (2019-08-03) are highlighted. **Kindly fill in your check-in and check-out date**
- HOTEL:** DIAOYUTAI HOTEL HANGZHOU is highlighted. **Kindly choose "Diaoyutai Hotel Hangzhou"**
- PROMOTION CODE:** HKSI is highlighted in the 'SELECT' dropdown. **Kindly enter the promotion code "HKSI" to get the group price**
- ROOM TYPE:** DELUXE KING ROOM is highlighted. **You can choose your preferred room type**
- PRICE:** 857⁶⁴ CNY is highlighted. **Taxes and fees may apply**
- GUEST INFORMATION:** FIRST NAME (Tai Man), LAST NAME (Tang), PREFIX (Ms.), EMAIL (cathytang@hksi.org), CELLPHONE NUMBER (China Hong Kong, 95235612), ID TYPE (PASSPORT), ID NUMBER (A124567), and COUNTRY/REGION (China Hong Kong) are highlighted. **Kindly fill in your personal information**
- RESERVATION SUMMARY:** DELUXE KING ROOM, DIAOYUTAI HOTEL HANGZHOU, 2019.08.01 - 2019.08.03, 2 NIGHTS, No. of Rooms 1 is highlighted. **Please choose **China Hong Kong** if you would like to input Hong Kong mobile number**
- PAYMENT INFORMATION:** Payment Mode (Online Payment, Guarantee Payment) is highlighted. **Please choose "**Passport**" if you use Mainland Travel Permit for Hong Kong and Macau Residents 港澳居民來往內地通行證 (回鄉證)**
- PAYMENT INFORMATION:** Guarantee Payment is highlighted. **If you pay by Hong Kong Credit Card, please choose "**Guarantee Payment**". If you pay by Alipay, please choose "Online Payment".**
- SPECIAL REQUIREMENTS:** Additional Beds (None, CRIB, Adult Bed) and Room (Quiet Room, High Floor Room, Connecting Room) are highlighted. **Special requests are subject to availability**
- FLIGHT INFORMATION:** Arrive Date (2019-08-01), Arrive Time (12:00), Flight Number, and Vehicle are highlighted. **Please **leave it blank**. If you would like to book limousine, please contact hotel concierge directly.**

After you click "Book Room", you will receive an email with a confirmation number and a credit card authorisation form. Please fill in the form and return to dythz-reservations@dythangzhou.com with a copy of your credit card front and back for payment confirmation. If you do not receive the confirmation email within 24 hours, please contact hotel reservation centre at +86 571 88278888 or dythz-reservations@dythangzhou.com