

# General Information

Urban Land Institute

# 2007 World Cities Forum

17–19 April 2007 • The Four Seasons Hotel • Shanghai, China



## Registration Information

Complete the registration form in its entirety. A separate form is required for each person registering for the World Cities Forum. Specific registration instructions are found on the accompanying registration form.

We encourage you to register before Friday, 16 March 2007, to ensure inclusion in the Registry of Attendees.

Registrations are non transferable.

Registration can be confirmed only when payment is received.

A written confirmation will be sent to you by e-mail or fax within 3 days of receipt of your completed registration and payment.

## Cancellation/Refund Policy

All cancellation and refund requests must be made in writing. Fax to ULI at +1-202-624-7124. Refunds will be made based on the following schedule:

- Written cancellation and refund requests received by 16 March 2007: Full refund minus a processing fee of US\$200 / €160 / £100 / ¥25,000 / HK\$1,600.
- Written cancellation and refund requests received at ULI between 17 March and 23 March 2007: one-half refund of registration fee.
- Written cancellation and refund requests received at ULI after 23 March 2007: No refund will be given.
- Optional ticketed events will be refunded at 100% for written requests received at ULI by 30 March 2007. Tickets are not refundable if cancelled after 30 March unless ULI is able to resell the cancelled ticket.

## Hotel Information

Complete the Hotel Reservation Form in its entirety. Email completed hotel form to ULI's agent, Abercrombie & Kent Hong Kong Ltd. at: [schan@abercrombiekent.com.hk](mailto:schan@abercrombiekent.com.hk) or [rho@abercrombiekent.com.hk](mailto:rho@abercrombiekent.com.hk). If faxing is more convenient, fax the form to Sarah Chan at Abercrombie & Kent at +852 2866-0556.

The cut-off date for submitting your Hotel Reservation Form to Abercrombie & Kent is 16 March 2007. Reservation requests received after that date are subject to hotel availability.

Room reservations will be made by rooming list; the hotel will not accept direct call-ins from individuals.

The Four Seasons Shanghai requires a credit card to confirm and guarantee your reservation. A one-night charge will be applied at the time the reservation is made; this charge is fully refundable if the room cancellation request is received by 30 March 2007. For room reservations that are cancelled after 30 March 2007, your credit card will be charged for the entire stay unless the hotel is able to resell the room.

ULI will send you a hotel confirmation within seven days of receipt of your completed form.

Any changes to your confirmed reservation should be sent to Abercrombie & Kent Hong Kong via email to [schan@abercrombiekent.com.hk](mailto:schan@abercrombiekent.com.hk) or [rho@abercrombiekent.com.hk](mailto:rho@abercrombiekent.com.hk), or fax to Sarah Chan at +852 2866-0556. Reconfirmation of your accommodation indicating changes, will be sent to you within seven days of receipt of your change request.

## Airport Transfers

If you require assistance with airport transfers, please complete the accompanying airport transfer request form in its entirety.

Fax completed form to +852-2866-0556 to the attention of Sarah Chan at Abercrombie & Kent Hong Kong, Ltd.

For any questions concerning airport transfers, please contact ULI's representative as follows:

Sarah Chan, Abercrombie & Kent Hong Kong, Ltd., [schan@abercrombiekent.com.hk](mailto:schan@abercrombiekent.com.hk), +852 2865 7818.