

# BWF AGM 2025 Delegates / Participants HOTEL RESERVATION FORM



**86<sup>TH</sup> BWF ANNUAL  
GENERAL MEETING**

26 APRIL 2025, XIAMEN

**Tefang Portman Seven Stars Bay Hotel & Resort**

- ◀ **Deadline** – **10 April 2025** – send completed form to [accommodation@xmtycyjt.com](mailto:accommodation@xmtycyjt.com)
- ◀ **Room Rates** – are per room night (double or single occupancy). The rate includes 2 breakfasts.
- ◀ **BWF Reimbursement** – BWF will reimburse 3 nights accommodation for each Voting Delegate (4 nights if the Voting Delegate also attends their Continental Confederation AGM in Xiamen. This ONLY applies to **Deluxe Rooms** (US \$160 per night). If you book the Deluxe Sea-view Room, the difference of US \$20 a night will be deducted from the reimbursement.
- ◀ **Room / bedding types requested** - subject to availability on a first come first served basis.
- ◀ Please read the payment methods over.

<b>Member Association / Organisation</b>			
<b>Contact Name</b>		<b>Mobile No.</b>	

GUEST ONE (1) DETAILS			
<b>Surname (as in passport)</b>		<b>First Names (as in passport)</b>	
<b>Email Address</b>			
<b>Mobile Number</b>			

SHARING WITH (leave blank if you are not sharing with anyone)			
<b>Surname (as in passport)</b>		<b>First Names (as in passport)</b>	
<b>Email Address</b>			
<b>Mobile Number</b>			

ROOM CATEGORY						
Room Category	Rate per night (USD)	Type of bed	Check In	Check Out	Total Nights	Total Amount (USD)
<b>Deluxe Room</b>	<b>160</b>					
<b>Deluxe Sea-view Room</b>	<b>180</b>					

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**PAYMENT METHODS**

There are two payment methods. Click on the payment method you will use:

**1) By Credit Card**

**2) By Bank Transfer**

**Credit Card: Provide the details to guarantee the booking. You will be charged when you check in.**

**Name of Cardholder**

**Card Number**

**Card Expiry Date**

**Bank Transfer**

If you are paying by bank transfer, please send the form to [accommodation@xmtcyjt.com](mailto:accommodation@xmtcyjt.com). The Organiser will issue and email you a proforma invoice. Please quote the invoice number when you make payment.

**Beneficiary Company Name:**

XIAMEN PORTMAN SEVEN STARS BAY HOTEL CO., LTD

**Company Address:**

No. 7 Guanzhou Road, Tong'an District, Xiamen City, Fujian Province, China

**Bank Account Number:**

4117 8625 2672

**Beneficiary's Bank Name:**

Bank of China, Xiamen Branch

**Bank Address:**

Bank of China Building, No. 40 North Hubin Road, Xiamen, Fujian Province, China

**SWIFT Code:**

BKCHCNBJ73A

**ROOM GUARANTEE METHOD**

In you are not able to provide credit card details or make a bank transfer, please email Patricia [p.wong@bwf.sport](mailto:p.wong@bwf.sport) to request BWF to guarantee your room booking.

You must have submitted the **Delegates Nomination Form** first and then email Patricia the following documents:

1. Copy of your air-ticket
2. Copy of you visa for entry to China (if applicable)

**TERMS AND CONDITIONS OF BOOKING**

1. **Check in** time is 1500hrs / **Check out** time is 1200 noon.
2. A full-day surcharge will be applicable for guests who want to check in when they arrive at the hotel between 0001 hours and 1500 hours.
3. Any late check out shall be chargeable at 50% of the room rate after 1600 hours but before 1800 hours. The full rate is chargeable for departures after 1800 hours onwards.
4. Any cancellation after **18 April 2025 or no show on day of expected arrival** will result in a late cancellation charge equivalent to full duration of stay. Any fees paid are not refundable.
5. Smoking is prohibited in the hotel. Please smoke in designated areas outside the hotel.

Please send this form to the Organising Committee no later than **10 April 2025**

Email: [accommodation@xmtcyjt.com](mailto:accommodation@xmtcyjt.com)