

## Accommodation Booking Instructions for CANSO Delegates

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Hotel Name	<b>Crowne Plaza Danang</b>
Address	8 Vo Nguyen Giap Street, Ngu Hanh Son Ward, Danang City, Vietnam
Event	CANSO Asia Pacific Conference 2026
Stay Period	03 July – 09 July 2026
Group Code	CANSO0726
Room Rate	<b>VND 2,800,000/room/night ≈ 114 USD</b>
Check-in Time	14:00
Check-out Time	12:00

### How to Make Your Booking

#### Step 1 – Send Booking Request

Please send your booking request by email to the hotel reservation team at: [sales@cpdanang.com](mailto:sales@cpdanang.com). Email subject line **CANSO Group Booking – [Guest Name]**

#### Step 2 – Provide the Following Information in Your Email

Please include the following details:

- Group Code: CANSO0726
- Guest Full Name
- Number of Guests
- Check-in Date & Check-out Date
- Number of Rooms Required
- Preferred Bed Type: King Bed (2.0m x 2.0m) or Twin Beds (1.35m x 2.0m each)

#### Step 3 – Receive Booking Confirmation & Complete Payment

- The hotel Sales team will reply with a booking confirmation together with the relevant payment information.
- After receiving the booking confirmation, delegates may complete payment via: Bank Transfer, or Credit Card Authorisation Form (MOTO Payment)
- Once payment has been received and verified, the hotel will issue a final booking confirmation to secure your reservation.

### Payment Methods Available

**Option A – Bank Transfer:** Transfer the payment directly to the hotel’s bank account according to the payment instructions provided. After completing the bank transfer, kindly send a copy of the payment slip or transfer confirmation via email so that the hotel can verify and reconcile the payment accordingly.

**Option B – Credit Card Authorisation Form:** Complete and sign the Credit Card Authorisation Form provided by the hotel, then return the signed form via email. Upon receipt, the hotel will process the payment through a secure MOTO transaction and send a payment confirmation accordingly.

### **Room Rate Inclusive:**

- Unit: VND/room/night
- Including tax and service charge. Prices are subject to change without prior notice due to any government tax adjustments.
- Applied for Double Bed Room and Twin Bed Room. Maximum 2 adults and 2 children under 12 years old per room.
- Daily breakfast for 02 pax per room;
- Complimentary 2 mineral water bottles per day in room;
- Complimentary welcome drinks when check-in;
- Complimentary tea & coffee in room;
- Complimentary use swimming pools in resort (Seaside pool, garden pool);
- Complimentary swimming at our private beach;
- Complimentary access to Fitness Center (for adult from 16 years and above);
- Complimentary high speed Wi-fi and Internet access in rooms and all resort public area;

### **Surcharge Policy:**

- Maximum 2 adults and 2 children under 12 years old per room sharing bed with parent with complimentary for children below 6 years old. Surcharge applied for child from 6-11 years old at VND 225,000 nett per night (inclusive breakfast);
- Children from 12 years old and above are considered as adult with compulsory extra bed;
- Surcharge for 3rd person at VND 950,000 nett per night with breakfast and extra bed (Maximum 1 extra bed per Premier/Executive room, 2 extra beds per Suite rooms)

### **Check-in and Check-out Terms:**

- Standard check in time is 14:00, check out time is before 12:00;
- Early check in before 10:00 or late check out after 18:00 is subject to hotel availability and will be applied surcharge full- day room fee;
- Check in after 10:00 or late check out until 18:00 is subject to hotel availability and will be applied surcharge half-day room fee;
- Any incidental charges incurred during the stay must be settled by the guest directly before or upon check-out.
- Foreigner guest must present valid Passport and Visa to Front Desk upon checking in;

### **Cancellation policy:**

- If no payment has been made, reservations may be cancelled or released free of charge up to 14 days prior to the check-in date.
- If payment has already been made, the booking will be considered confirmed and non-refundable, regardless of the cancellation date.

## VAT Invoice

- In case your company requires a VAT invoice, please inform the hotel and provide the complete invoicing details no later than the time of check-out.
- If the hotel does not receive the required invoicing information by the check-out time, the hotel will proceed to issue the invoice under the individual guest's name, and no replacement or reissuance of the invoice will be possible thereafter. The guest/company will be responsible for any consequences arising from this situation.

## Important Notes

- Deposit: **Guest will make a deposit amount of VND 2,000,000 (USD 100)** upon checking-in for incidentals charge, the balance amount will be refund upon guest checking-out.
- Only bookings that have completed payment will be confirmed.
- Any rooms not paid by the payment deadline (cut-off date), 22 June, may be released by the hotel.
- The offered rate under negotiated rates, special promotional rates, shall not be eligible to earn points under the IHG One Rewards and IHG Business Rewards programs but can enquire about the accommodation rate (different than the rated offer that higher) with reward.

*Thanks and Best regards!*

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