

Room Reservation Guide

1. Log into the hotel website: www.zhejianghotel.com. Choose your language at the top right corner.
2. Look at the section of **[Online Reservation]** on the top left corner. Enter arrival, departure dates, numbers of rooms and guests. Click “Search”. A new page appears and displays information on rooms.
3. Look at the section of [Search], enter the special **reservation code**, “**NEMO2020**”, in the field of “RSV Code” (NEMO2020 rate). Click “Search”. A new page appears.
4. Look at two types of rooms: [Superior King Room] and [Superior Twin Room], and there is the Rate name for “2020 IEEE MTT-S International Conference on Numerical Electromagnetic and Multiphysics Modeling and Optimization”. Choose one type, and click “Booking”. There appears the page of “Order”.
5. Make your entries at [Check info] and [Contact info]. Check “Accept booking note”. Click “submit”. The booking is complete. The page of “Booking result” appears and shows your booking details. In a short while, your email box receives two messages entitled “Zhejiang Hotel: Reservation Confirmation” and “Zhejiang Hotel: Password for querying your reservation”.

Note 1: Check in. When you arrive at the Hotel, please produce your booking “Order No” at the reception and pay deposit. Settle your hotel bill when you check out.

Note 2: Cancel booking. You may cancel after the booking is successfully made. Visit www.zhejianghotel.com. Click “My Reservation”. You see the page of “Query order”. Enter “Order no” and “Password” which you got in your email box, and click “submit”. You see the booking details in the next page. If you want to cancel the booking, or change its dates and room, click “Cancel”. Your email box will receive cancellation conformation from Zhejiang Hotel. If you like to make a new booking, follow the procedure above.