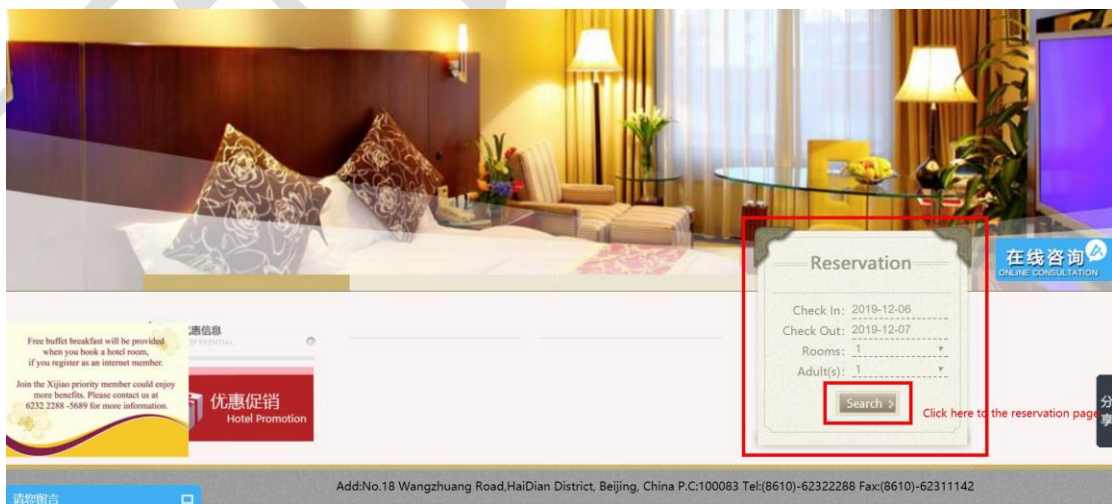


## Room booking on the website of Xijiao Hotel (西郊宾馆)

1. Go to the hotel website <http://www.xijiao-hotel.com.cn> and choose Language.



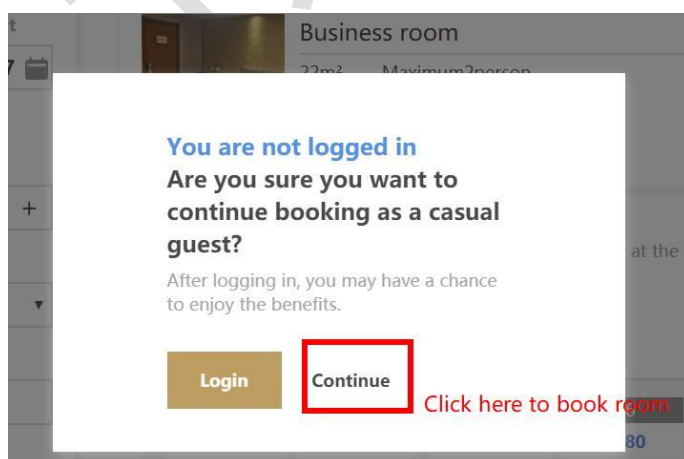
2. Find the room reservation at the right hand side as shown in figure below and fill the information. Click "search".



3. On the page of reservation, please input the promotional code “BICTAM” and then click “Search” button, you will see the discount prices of two types of rooms. Please choose the room and click “Book”.

The screenshot shows a reservation interface. On the left, there are search filters: Check-in (2020-03-03, Tue), Check-out (2020-03-07, Sat), Room(s) (1), and Adult(s)/Per (1). A red box highlights the Promotional Code field containing "BICTAM". Below it is a "Search" button and a red annotation "Input code BICTAM". On the right, two room options are displayed: "Business room" (22m², Maximum 2 person, ¥580) and "Standard Room(No.4/5/6)" (25m², Maximum 2 person, ¥580). A "Book" button is visible next to the Business room option.

Please notice that the discount price includes one breakfast and is only available from 3<sup>rd</sup> March (Check-in date) to 8<sup>th</sup> March (Check-out date). Login is not needed and directly move on to book the room as a guest. No payment will be charged in the reservation and the room fee will be paid at the hotel.



#### 4. Fill the guest information and submit it to complete the reservation.

**Business room**  
BICTAM-CISM SYMPOSIUM ON  
DISPERSED MULTIPHASE FLOWS

Check-in	Check-out
2020-03-03 Tue	2020-03-07 Sat

Room's total price **¥2320**

3-3	3-4	3-5
¥580	¥580	¥580
3-6		
¥580		

Breakfast **One Breakfast**  
Occupancy per room **1Adult(s)**  
Cancellation Policy **FREE cancellation**

**Check-in information**

Room 1

Surname\*  Name\*

Phone\*  Contact Email

Remarks

**Paid by**

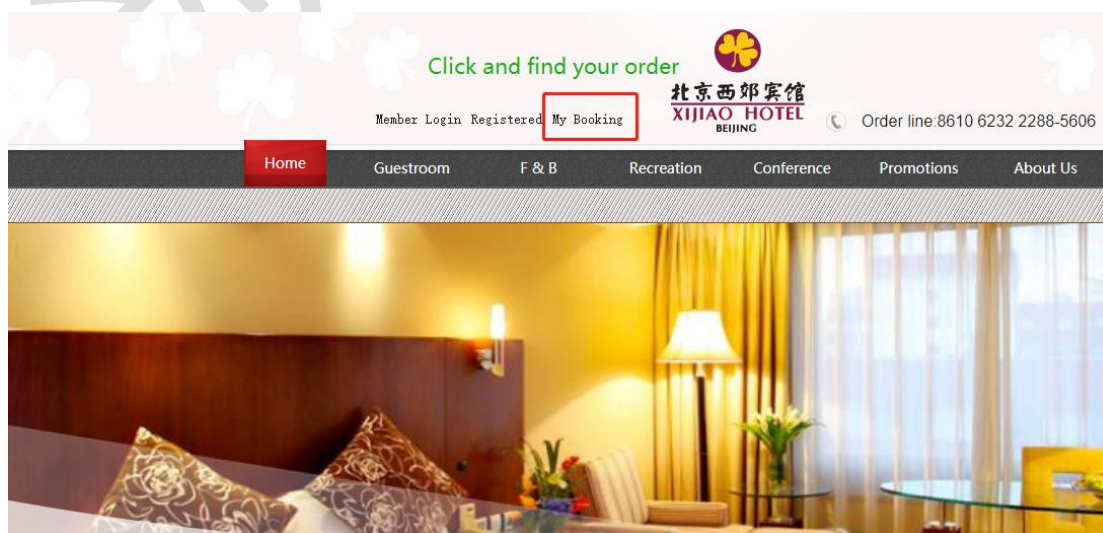
**Pay at the property** Filling in the information and submit it to complete the reservation

Total 1 Room(s) 4 Night(s) Pay **¥2320** **Submit**

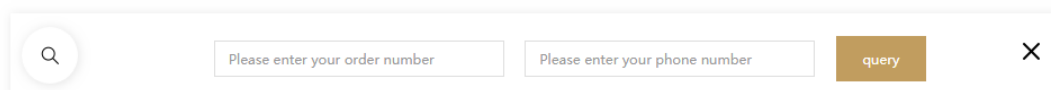
On the confirmation page, please save the booking reference number and booking information.

#### 5. Cancellation

Click the button of “My booking” on the top of the main page of the hotel website.

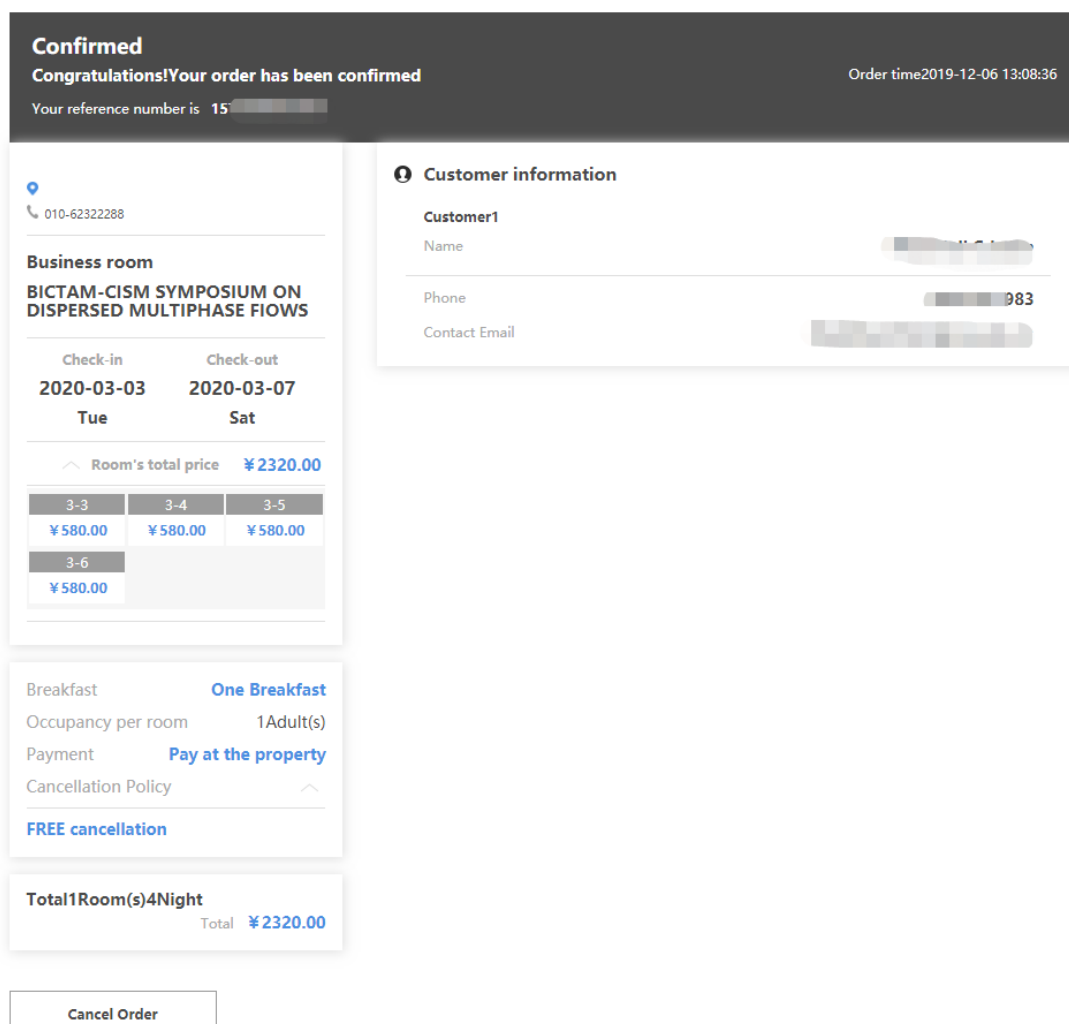


Fill the order reference number and cellphone number and click “query”



A search form with a magnifying glass icon on the left, a close button (X) on the right, and two input fields. The first input field is labeled "Please enter your order number" and the second is labeled "Please enter your phone number". A gold button labeled "query" is positioned to the right of the second input field.

Click “cancel order” at the bottom and the reservation will be canceled.



**Confirmed**  
Congratulations! Your order has been confirmed  
Order time 2019-12-06 13:08:36  
Your reference number is 15 [redacted]

010-62322288

**Business room**  
BICTAM-CISM SYMPOSIUM ON  
DISPERSED MULTIPHASE FLOWS

Check-in: 2020-03-03 (Tue)  
Check-out: 2020-03-07 (Sat)

Room's total price: ¥2320.00

3-3	3-4	3-5
¥580.00	¥580.00	¥580.00
3-6		
¥580.00		

Breakfast: One Breakfast  
Occupancy per room: 1 Adult(s)  
Payment: Pay at the property  
Cancellation Policy: FREE cancellation

Total 1 Room(s) 4 Night  
Total ¥2320.00

Cancel Order

If there is any question, please feel free to contact Lihao Zhao through email [zhaolihao@tsinghua.edu.cn](mailto:zhaolihao@tsinghua.edu.cn) or phone +86 18832921983

The phone number of Xijiao hotel (西郊宾馆) is +86 10 6232 2288