INSTRUCTIONS FOR CO-OP RESERVATIONS

1. Go to http://rent.co-op.co.kr/eng/body03.asp to make hotel reservations.

2. Fill out information as follows:

   a. First Name
   b. Family Name
   c. E-mail address
   d. Alternate E-mail address
   e. Telephone number
   f. Fax Number (if applicable)
   g. Company Name
   h. Company address
   i. Country of Residence
   j. Nationality
   k. ***** Make sure you put Western CO-OP as where to stay. *****
   l. Room Type : Studio Room
   m. Bed Type: Single Bed
   n. # of rooms required
   o. ***** Special Requirements must have: Government Rate – FED *** if this isn't in there then you will not get the government discount.**
   p. Place charge card data as required.

3. If there are any questions of further clarification is required feel free to ask at Kenneth.L.Pickler@pof02.usace.army.mil or via phone 011-82-2-2270-7729.