How to Use
The DCVB System

Go to: http://eng.daegucvb.com
1. Login

Click “Login”
1. Login

You can also login with your SNS accounts.
2. Choose Accommodations

① Input Check-in/out date and number of Rooms

② Click “Check For Availabilities”
2. Choose Accommodations

① Input the Event Code: Each event has a different code. Please check the code in advance.

② Click “Confirmation”
2. Choose Accommodations

Click “reservation” which you want room type
## Accommodation Reservation

### Hotel Inter-Burgo EXCO

<table>
<thead>
<tr>
<th>Reservation Info</th>
<th>Confirm</th>
<th>Completion</th>
</tr>
</thead>
</table>

#### Reservation Info

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Hotel Inter-Burgo EXCO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Type</td>
<td>Standard Twin x 1</td>
</tr>
<tr>
<td>Length of Stay</td>
<td>2013-06-16 ~ 2013-06-20 (4nights, 5days)</td>
</tr>
<tr>
<td>Breakfast</td>
<td>Not included</td>
</tr>
<tr>
<td>Charges</td>
<td><strong>660$</strong></td>
</tr>
</tbody>
</table>

### Booking Info

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cellphone</td>
<td>Telephone</td>
</tr>
<tr>
<td>Nationality</td>
<td>select</td>
</tr>
</tbody>
</table>

Following the successful completion of your reservation, an email of reservation information will be sent to your email address. Please confirm your reservation.

**Guest Info**  

[ ] Same as Booking Info
Special Requests

- Quiet Room
- Early Check-in
- Late Check-out
- Baby Crib

Note:
- Amenities: mini bar, Cable TV, shoe cleaner, bathrobe, internet access.
- Services: 24-hour room service, same-day laundry service, shoe shine service.

Credit Card Info

<table>
<thead>
<tr>
<th>Card Type</th>
<th>Card Number</th>
<th>CVC</th>
<th>Card Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Express</td>
<td>371002648559075</td>
<td>523</td>
<td>October 2018</td>
</tr>
</tbody>
</table>

Reservation can only be made by the credit card holder.
The credit card information that you enter will just be used for room deposit and it isn’t used for full payment of room fee.

Cancellation Policy and Terms and Conditions

Cancellation Policy

a. Cancellation up to 1 day before check in: No cancellation penalty
b. Cancellation on the stipulated day of arrival or No Show: - 100% charge of one night room rate

Thank you for choosing Daegu Grand Hotel. We look forward to having you as our guest.

Agree to Cancellation Policy
Agree to Terms and Conditions

Click “Next”
Cancellation Policy and Terms and Conditions

Cancellation Policy

a. Cancellation up to 1 day before check in: No cancellation penalty
b. Cancellation on the stipulated day of arrival or No Show: - 100% charge of one night room rate

-Thank you for choosing Daegu Grand Hotel. We look forward to having you as our guest.

Reservations

- Once your reservation is made, cancellation of reservation can be made either by through [My information > Accommodation Reservation Status] on the website or contact us.
  (dcvbhousing@gmail.com or accommodations)
- You can check your cancellation status by viewing [My information > Accommodation Reservation Status].
- Change of reservation can be accepted 10 days before your check-in date.

4. Complete Reservation

Cilck “Confirm”
4. Complete Reservation

Finish up and wait for confirmation email.

Accommodation Reservation

Hotel Inter-Burgo EXCO

01 Reservation Info  ➤  02 Confirm  ➤  03 Completion

RESERVATION HAS BEEN RECEIVED
Thank you for your booking. We received your request.
The Confirmation letter will be sent to you within 24 hours after the hotel manager checked your request.

<table>
<thead>
<tr>
<th>Reservation</th>
<th>Of the person who will be announced after the reservation number.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booking date</td>
<td>10am, Mar.19, 2013 (Tue)</td>
</tr>
<tr>
<td>Hotel</td>
<td>Hotel Inter-Burgo EXCO</td>
</tr>
<tr>
<td>Room Type</td>
<td>Family Twin (Breakfast Not Include) x 1</td>
</tr>
<tr>
<td>Length of Stay</td>
<td>2013-06-19 ~ 2013-06-20 (1nights, 2days)</td>
</tr>
</tbody>
</table>

- Once your reservation is made, cancellation of reservation can be made either by calling us or through [My Information > Accommodation Reservation Status] on the website.
- You can check your cancellation status by viewing [My information > Accommodation Reservation Status].
- You can change your reservation only by cancelling the existing reservation and making a new reservation. (Your reservation can not be changed on the day of check-in)
### Accommodation Reservation Status

<table>
<thead>
<tr>
<th>No</th>
<th>Room Type</th>
<th># of Rooms</th>
<th>Reserved date</th>
<th>Length of stay</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Standard Twins</td>
<td>1 rooms</td>
<td>2013.07.26</td>
<td>2013.07.30</td>
<td>Wait</td>
</tr>
</tbody>
</table>

5. **Confirm Reservation**

Check Booking status at “Accommodation Reservation Status”;
‘Wait’ means request is currently being processed
The hotel manager will check your ‘state’ and will confirm your booking.
Reservation Has Been Confirmed

We are pleased to confirm your reservation as follows:

<table>
<thead>
<tr>
<th>Reservation</th>
<th>12345</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserved for</td>
<td>10am, Mar. 19, 2013</td>
</tr>
<tr>
<td>Hotel</td>
<td>The Grand Hotel</td>
</tr>
<tr>
<td>Room</td>
<td>Family Twin (Breakfast Not Include)(1room)</td>
</tr>
<tr>
<td>Length of Stay</td>
<td>Jun. 19, 2013 ~ Jun. 20, 2013 (1 night, 2 days)</td>
</tr>
</tbody>
</table>

• Booking information can be found on [My Accommodation Reservations]
• For further information call at, (+82-53-746-9964 / E-Mail: dcvbhousing@gmail.com)

My Accommodation Status
6. Modify Reservation

① Click “Accommodation Reservation Status”

② Click “Room Type” which you want to modify

Click “Room Type” which you want to modify.
6. Modify Reservation

Click "Modify"
You can change your accommodation condition like below:
1. Check-in/Check-out date
2. Room type
3. Number of Room
4. Booking & Guest Info.
5. Special Requests
6. Credit Card Info.

If you finish your modification, click “Next”
Finally Check your modification Info.

Click Confirm
Modification is successfully completed. And you can receive the confirm mail from the Hotel manager.