

Part 4 APPLICATION PROCEDURE

Step 1. VISITOR REGISTRATION

Please register as a visitor first.

Click [【Pre-registration】](#) → Fill out the Google Form.

Step 2. ONLINE APPLICATION FOR SUBSIDY

Click [【APPLY NOW!】](#) → Fill out the Google Form.

Step 3. DOCUMENTS SUBMISSION

Once you have submitted the application form, please send the following required documents: **1) Valid Passport Copy** and **2) Business Registration Certificate Copy** to us.

- Our email: imt@kaigo.com.tw
- Please make sure the email subject as
“The Application for iMT Accommodation Subsidy.”

Step 4. APPLICATION APPROVAL

- **BOFT** and iMT Organizer will evaluate whether all the requirements are met and reserve the right to decide on the approval of the application. An **Approval Letter** will be sent via email after the evaluation.
- Successful applicants will receive an **Approval Letter** confirming their ‘**Subsidized International Visitor**’ status via email within two weeks after the application has been processed and approved. If the application is not approved, no further notification will be provided by the organizer.

Step 5. HOTEL RESERVATION

- After you receive the **Approval Letter**, you are able to make a reservation by sending an email **directly** to the specific contact person of the hotel you select from the list below.
- Please indicate ‘**iMT2020 International Visitor Subsidy Program Hotel Reservation**’ as your email subject.
- The content of the email should include the following information:
 - **Name of International Visitor**
 - **Company Name**
 - **Date of Booking Period**
 - **Contact Number**
- Once your booking is completed, you will receive a reservation confirmation letter from the hotel.

Important Notes:

- Any reservation made through other ways or via other hotel booking platforms such as Agoda, Hotels.com, Booking.com and etc. will not be accepted.

***ONLY applications that have made a reservation at an appointed hotel via the direct contact person will be processed for acceptance under the Subsidy Program.**

Hotels for iMT 2020			
No.	Hotel Name	Contact Person	Email
1	台中永豐棧酒店 TEMPUS Hotel Taichung	顏瑋瑩小姐 Ms. Emily Yen	emily.yen@tempus.com.tw
2	長榮桂冠酒店(台中) Evergreen Laurel Hotel (Taichung)	夏維屏小姐 Ms. Nicole Hsia	tcgsls_05@evergreen-hotels.com
3	日華金典國際酒店 (台中金典) The Splendor Hotel Taichung	蔡文傑先生 Mr. Jay Tsai	rmsales22@splendor-taichung.com.tw rmsales22.splendor@gmail.com
4	台中亞緻大飯店 The Landis Taichung	宋品儀小姐 Ms. Minnie Sung	minnie.pysung@landisgroup.com.tw
5	裕元花園酒店 Windsor Hotels Taichung	紀怡如小姐 Ms. Doris Chi	sales03@windsortaiwan.com
6	台中日月千禧酒店 Millennium Hotel Taichung	謝正伶小姐 Ms. Janice Hsieh	janice.hsieh@millenniumtaichung.com