

Hotel Reservation Form

(one form per room)

Contact details

Ms Mr Prof PD Dr

Family name _____ First name _____

Accompanying person _____

Institution / Company _____

Department _____

Street, No. / P.O. Box _____

Postal Code / Zip Code _____

City _____

State _____

Country _____

Email _____

Phone business _____

Mobile phone _____

Fax _____

Travel informations

Date of arrival _____ Estimated time of arrival _____

Date of departure _____ Number of nights _____

Arrival by: car train airplane

Hotel categories

Hotels	Single room	Double room
Price Category A	<input type="checkbox"/> € 300 – 350	<input type="checkbox"/> € 350 – 400
Price Category B	<input type="checkbox"/> € 250 – 300	<input type="checkbox"/> € 300 – 350
Price Category C	<input type="checkbox"/> € 200 – 250	<input type="checkbox"/> € 250 – 300
Price Category D	<input type="checkbox"/> € 150 – 200	<input type="checkbox"/> € 200 – 250
Price Category E	<input type="checkbox"/> € 100 – 150	<input type="checkbox"/> € 150 – 200
Price Category F	<input type="checkbox"/> € 50 – 100	<input type="checkbox"/> € 100 – 150

All rates are in Euro per room and per night, including breakfast, service and taxes.

Please return this form **by 1 April 2011** to:

Congrex Travel Ltd.

P.O. Box, 4002 Basel, Switzerland,

Fax: +41 61 690 94 14

Email: eccmid-icc.hotel@congrex.com

Fields marked in red can be completed electronically

Reservation

When booking, please complete this hotel reservation form and return it to Congrex Travel Ltd., Basel, no later than **1 April 2011**. Requests will be accepted thereafter, however, hotel accommodation is subject to availability and cannot be guaranteed. After this deadline, bookings are only possible against full payment by credit card, and an extra handling fee of € 30 will be charged.

Payment policy

To guarantee your reservation **a deposit of € 200 is required**.

Please include either a copy of your bank transfer to our account at the UBS AG, or provide a credit card that we shall debit. Upon receipt of the deposit, each participant will receive a final confirmation with an invoice. Full payment has to be made to Congrex Travel **by 1 April 2011**. Do not send any payment to the hotel.

Please indicate form of payment for the deposit:

Bank transfer – free of charge for recipient – to the account of Congrex Travel at UBS AG, 4002 Basel, Account Number 595.400.60G
Clearing code 233, IBAN no. CH95 0023 3233 5954 0060G
BIC code UBSWCHZH80A

Visa MasterCard American Express (5% surcharge)

No. _____

Expiration date CW2 Code (last 3 digits in the signature field on your credit card)
CW2 Code (American Express, last 4 digits on the front of your credit card on the right hand side)

Cardholder's name _____

All room charges must be prepaid to Congrex Travel Ltd. However, when checking out, all extras (mini-bar, telephone charges, room service, etc.) must be settled with the hotel directly.

Cancellation policy

If your hotel reservation is cancelled until **1 April 2011**, the deposit will be refunded less € 60 handling fee. If your reservation is cancelled after 1 April, or if you arrive later or leave earlier than indicated on your reservation form, the total accommodation amount will be charged and no refunds can be made.

Any change of reservation will be subject to a handling fee of € 30. Changes or cancellations have to be made in writing to Congrex Travel Ltd., Basel. The hotels will not accept direct changes.

General conditions

The participant acknowledges that he/she has no right to lodge damage claims against the organisers should the holding of the congress be hindered or prevented by unexpected political or economic events or generally by force majeure, or should the non-appearance of speakers or other reasons necessitate programme changes. With registration the participant accepts this proviso.

Date _____ Signature _____