

# HOTEL RESERVATION FORM

(one form per room)

Please return this form:

- By fax to +31 10 205 1590

- By e-mail to: [reservations@hotelservicerotterdam.nl](mailto:reservations@hotelservicerotterdam.nl)

- By mail to PO Box 30235, 3001 DE Rotterdam

Questions? Please call +31 10 205 1580



Mr.       Mrs.       Ms.       Prof.       Dr.

Family name / First name

Accompanying person (if double room requested)

Institution / company

Department

Address / P.O. Box

Postal code

City

Country

State (if applicable)

E-mail address

Telephone number

Fax number

## Travel information

Arrival date

Departure date

Date

Signature

## Hotel categories

	Single (from – to)	Double (from – to)
<b>A</b>	<input type="checkbox"/> € 155,00 - € 175,00	<input type="checkbox"/> € 155,00 - € 195,00
<b>B</b>	<input type="checkbox"/> € 115,00 - € 155,00	<input type="checkbox"/> € 125,00 - € 155,00
<b>C</b>	<input type="checkbox"/> € 75,00 - € 115,00	<input type="checkbox"/> € 95,00 - € 125,00

All rates are per room per night, including breakfast & taxes

## Preferred hotel:

HotelService Rotterdam reserves the right to book an alternative hotel in the same category if the preferred hotel is fully booked.

## Reservation policy

When booking, please complete this hotel reservation form and return it to HotelService Rotterdam, preferably before 6 August 2011. Request will be accepted after this date, however hotel accommodation is subject to availability and cannot be guaranteed. Furthermore, bookings are only possible against full payment by credit card and a administration fee of € 30,00 will be charged.

## Payment policy

To guarantee your reservation, a deposit of € 150,00 is required within 10 days after receiving the confirmation. Full payment has to be made to HotelService Rotterdam before 6 August 2011. Do not send any payment to the hotel.

Please indicate payment method:

- Bank transfer (bank charges on delegates' account) – to the account of Congrex Travel at ABN AMRO, account number 40.99.89.711, IBAN 47ABNA0409989711, SWIFT: ABNANL2A
- Credit card (Visa or MasterCard are accepted)  
HotelService Rotterdam will send you a secure payment link

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

## Change & cancellation policy

Any change of reservation will be subject to a administration fee of € 30,00. Changes or cancellations have to be made in writing to HotelService Rotterdam. The hotels will not accept direct changes. If your hotel reservation is cancelled until 5 August 2011, the deposit will be refunded less € 60,00 cancellation fee. As from 6 August, if your reservation is cancelled, 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.

The participant acknowledges that he/she has no right to lodge damage claims against the organizers 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.