

**Hospitality Services Booking Form**

Please fill in the Hospitality Services Booking Form in CAPITAL LETTERS and tick where appropriate. This form is for one delegate only and his accompanying person(s). You are kindly requested to send this form by fax or e-mail to the Conference Organisers **Excellence in Conferences Ltd** Tel.: +44 (0) 208 326 5718, Fax. (attn. Hospitality Dept): +44 (0) 203 292 1599, Hospitality Department e-mail: [eir-hosp@excellence-in-conferences.org](mailto:eir-hosp@excellence-in-conferences.org)

You may also book hospitality services online at: <http://www.excellence-in-rheumatology.org/>

**I. DELEGATE'S DETAILS**

Surname:

First name:

Title (Dr, Mr, Mrs, Ms, other):  Male  Female

Position / Department / Organisation:	<b>Example</b> <i>Assistant Dean for Clinical Affairs and Professor Complete Denture and Biomaterials Departments School of Dentistry University of Michigan, Ann Arbor, MI, U.S.A.</i>
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Correspondence Address (Street & Nr):

Organisation  Home

City/Town:  Post Code:  Country:

Tel. (please include country code):  Fax:

Mobile:  E-mail\*:

Social media account(s) (URL) :  /  /

**\* Kindly notice that this field is mandatory, as all correspondence will be delivered via e-mail.**

**II. CONTACT PERSON IN CASE OF EMERGENCY**

Surname:

First name:

Mobile:  E-mail:

**III. ACCOMMODATION RESERVATION PROCEDURE**

- Please select the room type of your preference and fill in the required information.
- The duly completed Hospitality Services Booking Form should be forwarded to the Conference Organisers **Excellence in Conferences Ltd**, fax (attn. Hospitality Dept.): +44 (0) 203 292 1599, e-mail (Hospitality Department): [eir-hosp@excellence-in-conferences.org](mailto:eir-hosp@excellence-in-conferences.org)
- **All bookings for rooms require full payment at the moment of booking.** The hotel voucher will be forwarded to you by e-mail within three (3) working days from the day your payment has been received. **All hotel bookings are considered valid only upon full payment of the room and receipt of the hotel voucher.**
- The Conference Organisers reserve the right, upon delegate's agreement, to transfer the room reservation to a hotel other than the one initially selected in case there are no available rooms.

MELIA CASTILLA HOTEL Conference Venue	ROOM RATE (per room/night) in GBP	CHECK-IN DATE	CHECK-OUT DATE	TOTAL COST
Double Room	180.00 £ <input type="checkbox"/>	...../...../.....	...../...../.....	.....£
Double for single use Room	165.00 £ <input type="checkbox"/>	...../...../.....	...../...../.....	.....£

Sharing With:	
Special Requests:	
Special Dietary Requirements:	

Rooms are available for a minimum stay of 3 nights for the period 23 – 30/1/2012

The abovementioned prices are in GBP (per room/night) and include: ● Accommodation ● Buffet  
Breakfast ● VAT

**Arrival / Departure Policy for Hotels in Spain**

Standard Check-in Time: after 12:00 hrs      Standard Check-out Time: before 12:00 hrs  
For earlier check-in and/or later check-out, please take into account that you may do so upon request and depending on the room availability at the particular hotel. Please bear in mind that there might be an extra charge based on the time of actual check-in or check-out.

**IMPORTANT NOTES:**

In case of non arrival(s), the hotel(s) reserve the right to release the room(s) within 24 hrs., without further notice, provided that participant(s) have not informed the Conference Organisers about their late arrival(s). No refunds will be made for non arrival(s).  
Late arrival(s) and/or early departure(s) (based on the dates of the confirmed booking), will result in the charge of the total room cost(s) and no refunds will be made.

**IV. CANCELLATION POLICY**

- Cancellations received prior to July 31<sup>st</sup> 2011 will receive full refund minus 37£ administrative fee.
- Cancellations received between August 1<sup>st</sup> and October 31<sup>st</sup>, 2011 will be charged with one (1) night stay.
- Cancellations received between November 1<sup>st</sup> and December 19<sup>th</sup>, 2011 will be charged with two (2) nights stay.
- There will be no refund for cancellations received after December 19<sup>th</sup>, 2011.

***Any refunds that may occur to cancellation and/or alteration will be processed within two (2) months following the conclusion of the Conference.***

**V. PAYMENT DETAILS**

All payments related to Hospitality Services should be made by credit card (belonging either to you or to a third party) **Personal checks are not accepted.**

Please fill in the following fields and tick where appropriate:

MasterCard/EuroCard  Visa/Delta/Electron  Discover  American Express  Switch/Maestro  Solo

Credit card number:

Card expiry date:  Month  Year

Cardholder's name:   
(as displayed on the card)

Cardholder's telephone number  
(please include country code):

Bank issuing Details:

Three digit numbers as displayed at the back side of your card:

