

Accommodation Form

Please complete this form and return it by fax, mail or email DIRECTLY TO THE HOTEL you have selected.

Section A. Delegate Information

Suffix (Prof/Dr/Mr/Mrs/Ms): _____ Last Name (Surname): _____ First Name _____

Company/Organization (if applicable): _____

Mailing Address: _____

City: _____ State/Province: _____

Postal Code: _____ Country: _____

Telephone Business : () _____ Business Fax: () _____

Email: _____

Section B. Conference Accommodation

Please refer to the back of this form for Accomodation Details.

Section C. Room Requirements

Booking keyword: ISPCAN Hotel Name: _____

Arrival Date: _____ / 09/ 2005 Estimated Time of Arrival: _____ Departure Date: _____ / 09/ 2005

Number of nights: _____

Room Type: Single Double Smoking Non-Smoking Extra Bed (Estrel only)

Section D. Payment Details

Each hotel requires a one-night deposit per room. **Accommodation deposit subtotal:** _____

Bank details will be sent to each delegate individually after he/she completes and submits this form to the hotel.

Money Order/Bank Draft:

Money orders/bank drafts are accepted for deposits only. Please complete this form and submit it to the hotel you choose to receive the hotel's bank account information. (All payments MUST BE IN EUROS).

Or Credit Card

Please complete all fields (note: Diners Club cards are not accepted at the Etap Hotel):

Card Type: Visa MasterCard American Express EUROCARD Diners Club

Card Number:

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Expiration Date:

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Cardholder's Name: _____

Mailing Address: _____

Cardholder's Signature: _____



Hotel Name	Estrel Hotel**** (conference venue)	Suitehotel Berlin *** Potsdamer Platz	Ibis Hotel Berlin Potsdamer Platz**	Etap Hotel Berlin Potsdamer Platz*
Hotel Contact Information	Sonnenallee 225, Tel: +49 (0)30 / 6831- 22522 Fax: +49 (0)30 / 6831- 2345 Email: reservierung@estrel.com www.estrel.com	Anhalter Strasse 2 Tel: +49 (0)30/200560 Fax: +49 (0) 30/20056200 Email: H3745-RE@accor.com www.suite-hotel.com	Anhalter Strasse Tel: +49 (0) 30/261050 Fax: +49 (0) 30/41715784 Email: H3752-RE@accor.com www.ibishotel.com	Anhalter Strasse 6 Tel: +49 (0) 30 257 67 70 Fax: +49 (0) 30 257 677 125 Email: E5899-RE@accor.com www.etaphotel.com
Single Room	120	89	69	43
Double Rm	131	89	81	50
3rd person	extra bed: 18/night	extra bed 10/night	not possible	free (if under age 12)
Distance	0 km	appr. 10 km	appr. 10 km	appr. 10 km
Restaurants	10 restaurants & bars	1 bar	1 restaurant; 1 bar	no
Breakfast	not included; 14,50 EUR buffet	Coffee & croissants included; breakfast box 8 EUR (no buffet)	not included: 9 buffet	not included: 5 buffet
Parking	13/day	10/day (public parking also available)		
In-Room Kitchen	no	microwave, refrigerator and kettle	no	no
Room Service	yes	no	no	no
Reservation Deadline	18 August 2005 (Reservations made after 18 August will be confirmed at the same rates, but will be subject to availability)	30 July 2005 (Reservations made after 30 July will be confirmed at the same rates, but will be subject to availability)		
Cancellation Policy	Free cancellation until 18 August 2005; afterwards possible charge of 80% of the entire reservation, if hotel is unable to re-rent the room	Free cancellation until 30 July 2005; afterwards possible charge of 80% of the entire reservation, if the hotel is not able to re-rent the room		
Money Orders/ Bank transfers	accepted	accepted	accepted	accepted
Bank Information	Bank details will be sent to each delegate individually after he/she completes and submits this form to the hotel			

