

ACCOMMODATION & TRANSPORTATION BOOKING FORM

Please complete the form in capital letters and keep a copy for your records.
A separate registration form must be completed for each room.

Participant Information

Title: Prof. Dr. Mr. Mrs. Ms.

Surname:		First Name:	
Institution:			
Department:			
Address:			
Zip Code:	City:	Country:	
Telephone:	Mobile:		
(Including country code)	Fax:		
E-mail (Institute):	@		
E-mail (Personal):	@		

Invoice Details

Company Name:	
Company Address:	
Tax Office:	Tax No:

Accommodation

Hotel Names	Category	Location	Distance to the Venue	Single Room	Double Room
Ortaköy Princess	5 Stars	Ortaköy District	8 - 10 mn Walking Distance	<input type="checkbox"/> € 98	<input type="checkbox"/> € 108
Conrad Istanbul	5 Stars	Ortaköy District	15 - 20 mn Walking Distance	<input type="checkbox"/> € 206	<input type="checkbox"/> € 249
Larespark Hotel	4 Stars	Taksim District	4 km	<input type="checkbox"/> € 100	<input type="checkbox"/> € 115
Seminal Hotel	4 Stars	Taksim District	4 km	<input type="checkbox"/> € 95	<input type="checkbox"/> € 105
Sed Hotel	3 Stars	Gümüşsuyu District	4 km	<input type="checkbox"/> € 80	<input type="checkbox"/> € 80

- * Please make your reservations early to avoid any disappointment. Bookings are on a first-come first-served basis.
- * For group bookings or any queries about hotel matters, please contact us by email: eiasm@dekon.com.tr
- * Rates quoted are in Euros, per room per night, including buffet breakfast and VAT.
- * Reservations will only be confirmed after receiving the full payment by credit card or bank transfer.
- * Hotel check-in time is 14:00 hrs and check-out time is 12:00 hrs. If you expect to arrive earlier than the check-in time and require guaranteed check-in on arrival, please make your hotel reservations for the day before.

Please Reserve:

Check-In: / 03 / 2011	Check-Out: / 04 / 2011	Total Number of Nights:
Single Room : Room(s) X € (Price) X Nights = € (Total cost)		
Double Room: Room(s) X € (Price) X Nights = € (Total cost)		
Sharing the room with:		
<input type="checkbox"/> Accompanying Person :		
<input type="checkbox"/> Another Participant :		
Special Requests, if any:		
Total Cost of Accommodation:		

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Cancellation Policy - Accommodation

Cancellations or changes should be received in writing by the EIASM 2011 Organizing Secretariat (DEKON) by fax at +90 212 347 63 63, or by e-mail to eiasm@dekon.com.tr. Please do not contact the hotels directly.

- Cancellations received by and on **February 27, 2011** - eligible for full refund
- Cancellations received on and after **February 28, 2011** - no refund

Please note that accommodation refunds will be processed within 14 days after the end of EIASM 2011. In the event of non-arrival, the hotel will automatically release the reservation and full payment will be non-refundable.

Late arrival /Early Departure Fee - If you arrive later or leave earlier than on the dates of your confirmed booking, the total cost of accommodation will be charged and no refunds will be issued.

Airport Transfer (from/to Ataturk Airport, Please contact us for transfer requests from/to SAW Airport)

One-way transfer fee	: <input type="checkbox"/> € 30 / per person	Number of pax	:
Roundtrip transfer fee	: <input type="checkbox"/> € 50 / per person		
Arrival Date	: / / 2010	Arrival Time	:
		Arrival Flight No	:
Departure Date:	/ / 2010	Departure Time:
		Departure Flight No:
Total Cost of Transfer:			

- Drop off and pick ups will be made at / from the hotels

GRAND TOTAL: €

I ACCEPT THE GENERAL CONDITIONS FOR HOTEL ACCOMMODATION AND AIRPORT TRANSFER AND BY SIGNING THIS FORM, I AUTHORIZE DEKON CONGRESS & TOURISM TO CHARGE MY CREDIT CARD FOR THE TOTAL SUM OF SERVICES ORDERED.

Payment Method

Payment by Wire Transfer:

For payment by wire transfer, please use the following bank account:

Account Name	DEKON Congress & Tourism
Account Number	T.Garanti Bank - 908 6047 EUR.
Branch Name / Code	Esentepe Branch - 347
Swift No	TGBATRISXXX
IBAN No	TR66 0006 2000 3470 0009 0860 47

- Bank charges are the sole responsibility of the participant and should be paid in addition to the fees.
- All wire transfers should indicate the following information: "Name of Sender, Date of wire transfer, Amount of wire transfer & Explanation" and receipts must be sent by fax to DEKON at: +90 212 347 63 63, or by e-mail to: eiasm@dekon.com.tr



Payment by Credit Card:

Credit Card Number:	
Expiry Date:	Card Verification Code: <small>Last 3 digits at the back of your card, on the signature panel</small>
Cardholder's Name:	
Date:	Cardholder's Signature: