



HOTEL & TOUR BOOKING FORM

Please fill in all the fields in capital letters and return it to Leading Congress & Association Management:
 Largo da Lagoa, 15 F
 2795-129 Linda-a-Velha | Lisboa | Portugal
 E-mail: tri-society@leading.pt
 fax: +351 21 771 26 39 Tel: + 351 21 771 26 34

A. PERSONAL AND PROFESSIONAL INFORMATION (please type in block letters)

Last Name:		First Name:	
Title:			
Organisation:			
Address:			
Postal Code:	City:	Country:	
Telephone:	Mobile phone:	Fax:	
E-mail:		(Include country and area code in your telephone, fax and mobile contacts)	
Dietary requirements (possible food allergies, etc):			
Accompanying Person			
Last Name:		First Name:	

B. INVOICING DATA (Information for invoicing purpose, should paying entity be other than the one informed above)

Organisation's Postal Address:		
Postal Code:	City:	Country:
Telephone:	Mobile phone:	Fax:
E-mail:		(Include country and area code in your telephone, fax and mobile contacts)
VAT number:		

C. ACCOMMODATION (please mention your preferred hotel)

Please make the following reservation:

<input type="checkbox"/> Single <input type="checkbox"/> Double	All rates are quoted in Euros, per night, per room, including breakfast and taxes
Date of Arrival:	Preferred Hotel:
Date of Departure:	2 nd choice Hotel:

Name	Category	Single	Double	Number of nights
Pestana Palace Hotel	5*	220.00 €	240.00 €	
Dom Pedro Palace	5*	145.00 €	160.00 €	
Vila Galé Opera	4*	150.00 €	150.00 €	
Real Palácio Hotel	5*	100.00 €	110.00 €	
Lisbon Marriott Hotel	4*	130.00 €	150.00 €	
Açores Lisboa Hotel	4*	100.00 €	115.00 €	
Real Parque Hotel	4*	80.00 €	90.00 €	
Olissippo Marquês de Sá	3*	80.00 €	85.00 €	
1) TOTAL AMOUNT OF ACCOMMODATION				



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D. TOURS

Please see the official web site of the Annual meeting "Cellular and cytokine interactions in health and disease" for detailed information on the optional tours available. Booking of optional tours is also open for accompanying persons at the costs presented below.

Please note that a minimum of 20 participants will be required in order to confirm a tour.

Name	Date Tme	Category	Price	Number of pax
01. Lisboa City Tour - Panoramic	Mon. 19 Oct. 9:00am	HD Morning	32.00 €	
02. Medieval Óbidos	Mon. 19 Oct. 9:00am	FD with lunch	74.00 €	
03. Évora – the Royal City	Mon. 19 Oct. 9:00am	FD with lunch	96.00 €	
04. Sintra – a UNESCO World Heritage	Tue. 20 Oct. 9:00am	HD Morning	44.00 €	
05. UNESCO World Heritage Sites Batalha and Alcobaca – Gothic Masterpieces	Tue. 20 Oct. 9:00am	FD with lunch	90.00 €	
06. Lisboa Vineyards on the south bank of the river	Wed. 21 Oct. 9:00am	HD Morning	36.00 €	
07. Lisboa City Tour - Panoramic	Wed. 21 Oct. 9:00am	HD Morning	32.00 €	
2) TOTAL AMOUNT OF ACCOMMODATION				

All rates are quoted in Euros, including taxes

E. GENERAL TERMS AND CONDITIONS:

Confirmation:

Confirmation of hotel reservation will be forwarded within two days after identification of payment via Bank Transfer or acceptance of payment by the credit card company informed on the hotel reservation form
 Should VAT rates increase, the fee/prices quoted will be subject to adjustments without prior notice.

Cancellation rules for hotel reservations:

Confirmed hotel reservations that are cancelled will be refunded as follows:

Receipt of written cancellation until August, 17 2009 :

Total refund of payment of hotel accommodation will be granted (less 15,00€ cancellation fee, per room booked)

Receipt of written cancellation between August 18 2009 and September, 17 2009: Refund of 50 % of the total hotel accommodation cost.

Receipt of written cancellation after September, 18 2009 : No Refund will be granted

Cancellations and changes of the hotel reservations have to be made in writing to Leading Congress & Association Management.

Should a guest depart before the final date of his/her hotel reservation, the hotel is entitled to charge the guest for the whole period of the initial reservation.

Please note that hotels are entitled to charge 100% of the total amount of the hotel reservation in case of late cancellation and in case of no-show.

Cancellation Rules for tours:

Please note that a minimum number of 20 participants will be requested in order to confirm a tour. Leading reserves the right to cancel any tour due to lack of participants. Should an optional tour be cancelled by the organisation, the total amount will be refunded to the participant.

Should the participant wish to cancel an optional tour, the total amount (less an administration fee of 15,00 €) will be refunded, if a written cancellation reaches Leading before and on 17 September 2009. After this date no refund will be allowed.



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Liability:

Leading Congress & Association Management/ Ambity act as an agent for each supplier and will therefore not be held responsible for any deficiency in services provided by the suppliers.

Exceptions from this rule would include possible deficiencies in procurement occurring from deliberate or from gross careless acts which will make Leading Congress & Association Management/Ambity liable, restricted to each individual case. The coverage is based on the original value of the services booked according to our published offer.

F. PAYMENT

Payment via Bank Transfer:

Bank transfer for total hotel reservation amount has to be transferred until 15 September 2009 in order for the reservation to be confirmed.

Please note that unidentified payments (= not indicating name of person for whom the reservation is made) will not be considered as valid payment.

After this date, 15 September 2009, only payment with credit card will be accepted.

Bank: Barclays Bank

Account Nr: 463 2012 50931

NIB: 0032 0463 0020201250931 27 (for national payments only)

IBAN: PT50 0032 0463 0020 1250 931 27

IBC/Swift: Bank identifier Code: BARCPTPL

Payment via Credit Card:

Please, fill out all requested credit card details on the hotel reservation form.

Your credit card will be charged with the full amount of your hotel accommodation.

Confirmation of hotel reservation will be forwarded upon acceptance of payment by the credit card company informed on the hotel reservation form.

The confirmation e-mail forwarded is also valid as hotel voucher.

CREDIT CARD DETAILS:

Visa Mastercard American Express (* *extra information requested*)

Name of cardholder:

Card number: Expiry date: / (mm/yy)

CVV:
(security code number – 3 last digits on the back of your card; for American Express 4 digits on the front of the card)

*** For AMEX only - COMPLETE BILLING ADDRESS (including personal or company's name on AMEX contract)**

Date of debit (no later than September 18th): _____

I hereby authorize Leading Congress & Association Management / Ambity – Novas Dinâmicas de Turismo, to immediately debit this card with the total amount for my Hotel Accommodation and/or Tours € _____, ___ and any subsequent changes according to the booking conditions and cancellation policy.

Date:

Signature: