

## HOTEL AND FLIGHT BOOKING FORM

SETAC 2009, Göteborg, Sweden, 31 May – 4 June 2009

Title:  Mr  Ms  Prof.  PD  Dr.

Full name: \_\_\_\_\_ Accompanying person (if any): \_\_\_\_\_

**Please note:** The name cannot be changed after the booking is completed. Make sure that you enter the name the same way it is written in your passport to avoid problems at check-in or immigration.

Company: \_\_\_\_\_ Department: \_\_\_\_\_

Address Line 1: \_\_\_\_\_ Address Line 2: \_\_\_\_\_

Postal Code: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### ACCOMMODATION

Please select the hotel category and room type desired:

Hotels	Single Room	Double Room
Category A	<input type="checkbox"/> EUR 200 – EUR 230	<input type="checkbox"/> EUR 230 – EUR 265
Category B	<input type="checkbox"/> EUR 165 – EUR 195	<input type="checkbox"/> EUR 190 – EUR 225
Category C	<input type="checkbox"/> EUR 130 – EUR 160	<input type="checkbox"/> EUR 150 – EUR 185
Category D	<input type="checkbox"/> EUR 95 – EUR 125	<input type="checkbox"/> EUR 110 – EUR 145
Category E	<input type="checkbox"/> EUR 60 – EUR 90	<input type="checkbox"/> EUR 70 – EUR 105

All rates are per room and per night including breakfast, service and taxes.

Check-In: \_\_\_\_\_ Arrival after 6 pm 

Check-Out: \_\_\_\_\_ Number of nights: \_\_\_\_\_

### Reservations

For bookings, please complete this reservation form and return it to Congrex Travel Basel no later than **15 March 2009**. Requests will be accepted thereafter, however, bookings are subject to availability and cannot be guaranteed. After this deadline, bookings are only possible against full payment by credit card, and an extra late reservation fee of € 30.00 will be charged.

### Payment Policy

To guarantee your reservation a deposit of € 200.00 is required. Please include either a copy of your bank transfer to our account at the UBS AG, or provide a credit card that we shall debit. Upon receipt of the deposit, each participant will receive a final confirmation with an invoice. Full payment has to be made to Congrex Travel by **15 March 2009**. Do not send any payment to the Hotel.

### Please indicate form of payment for the deposit:

 Bank transfer - free of charge for recipient – to the account of Congrex Travel at UBS AG, CH-4002 Basel  
Account Number 595.400.60G, IBAN Number CH95 0023 3233 5954 0060G, Swift code UBSWCHZH80A. Credit card  Visa  Mastercard CVV2 Code No.  Exp.date  Cardholder's name: \_\_\_\_\_

All room charges must be prepaid to Congrex Travel. However, when checking out, all extras (minibar, telephone charges, room service, etc.) must be settled with the hotel directly.

### Cancellation Policy

If your hotel reservation is cancelled before **15 March 2009**, the deposit will be refunded less € 60.00 handling fee. If your reservation is cancelled after **15 March 2009** if you arrive later or leave earlier than on the dates indicated on your reservation form, the total accommodation amount will be charged and no refunds can be made.

Any change of reservation will be subject to a handling fee of € 30.00. Changes or cancellations have to be made in writing to Congrex Travel in Basel. Please do not contact the hotel directly.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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 program changes. With reservation, the participant accepts this proviso.



**FLIGHT**

Please fill in the information below to receive your personalised flight offer:

Outbound journey:

**From** \_\_\_\_\_ **To** \_\_\_\_\_ **Date** \_\_\_\_\_  morning  afternoon  evening

Return journey:

**From** \_\_\_\_\_ **To** \_\_\_\_\_ **Date** \_\_\_\_\_  morning  afternoon  evening

**Frequent Flyer Programme**

\_\_\_\_\_  
Airline      Number

**Special meal request**

\_\_\_\_\_

**Seat Request**

window  aisle

**Reservations and Payment Policy**

For bookings, please complete this reservation form and return it to Congrex Travel in Basel (by fax or email). Upon receipt, we will provide you with a detailed flight offer by email reflecting your request. Your booking is only finalised once you agree with the offer. Payment will be automatically done through the credit card stated on page 1 of this form. Payment is due at the time of ticketing.

**Rebooking / Cancellation Policy**

Flight tickets are subject to restrictions. Depending on the type of tariff, cancellation or change fees apply. Such fees are imposed by the relevant service provider. Penalties vary from 0% to 100% of the selling price depending on the type of tariff. The rebooking and cancellation policy can be found on your personalised offer.