



Individual Hotel Booking Form

To be returned by fax or e-mail with a copy of bank transfer to:

PV AGENCY - Hotel Accommodation Department

Viale Gian Galeazzo,3
20136 Milan, Italy Fax +39 02.58189.432
Email: accommodation@iosfc2016.org

One copy of this form should be completed for each participant. Please type or print clearly in BLOCK CAPITALS

Personal Information	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Prof.
Last name: (family name)	First Name: (given name)			
Address:	State:			
City:	Country:			
Post Code/Zip:	VAT number:			
Fiscal code for Italian delegates:	Phone:			
Fax:	E-mail:			

Please choose the appropriate Hotel Accommodation

HOTEL INFORMATION

Rooms are available from July 6 to 9 2016, all other dates are upon request and subject to hotels availability. Minimum stay requested is three nights.

Hotel 1st choice: _____

Room rate: _____

Arrival date	/07	2016	Departure date	/07	2016
Total n°. of nights:			Total n°. of rooms:		
Room type:	<input type="checkbox"/> Double single use		<input type="checkbox"/> Double*		
* Accompanying person's full name:					

Special Neds _____

TOTAL AMOUNT (Room rate per nights) + city taxes	€
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Should your choice of hotel be unavailable, a reservation will be made at another hotel

Hotel 2nd choice: _____

Hotel 3rd choice: _____

If you need invoice, please specify your invoice details

Name:	
Address	
VAT number:	
Fiscal cod. (only for Italian)	

PAYMENT IN EURO - Please tick method of payment

Full prepayment

CREDIT CARD: Visa Mastercard

N° _____ EXPIRY DATE _____

CARD VERIFICATION CODE (CVC) _____

BANK TRANSFER full pre-payment is required for all nights
Accepted until June 3, 2016

Name and address of the Bank: INTESA SANPAOLO SPA – Agency 6 Milan

IBAN: IT 12 Q 03069 09458 055537460144

SWIFT/BIC: BCITITMM306

BENEFICIARY: Promoviaggi SpA

REFERENCE: Name - IOSFC 2016

Your personal data will be processed pursuant to the provisions of Italian law 196/03 on the protection of privacy.

Place, Date

Signature

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Please note: we do not accept personal cheques, company cheques or Euro cheques.

HOTEL ACCOMMODATION CONDITIONS

GENERAL CONDITIONS

The IOSFC 2016 Housing Secretariat has reserved rooms in various price category hotels in Milan Rho Fiera and surrounding areas. Requests for accommodation are handled on a "first come - first served" basis and can only be made on the official individual hotel booking form. Telephone requests cannot be accepted.

Hotel reservations requested by e-mail will only be confirmed by the IOSFC 2016 upon receipt of the deposit payment (see payment section).

If you do not receive any confirmation within 14 days, it is your responsibility to check back with the IOSFC 2016.

INVOICES

Invoices for balance payment are issued by IOSFC 2016 housing secretariat before the beginning of the Congress.

PAYMENTS

All prices quoted are in EURO and payment in any other currency is not accepted.

• BY CREDIT CARD

Visa - Mastercard

Please enter all relevant information on the individual hotel form. It is also essential that the credit card holder name is clearly mentioned if it differs from the guest name.

• BY BANK TRANSFER

Please make sure that the name of the participant is mentioned on the bank transfer.

Unidentified bank transfers cannot be processed. We request that you do not use the bank transfer facility after June 3, 2016.

For international bank transfers, the IBAN code is essential (details on the form).

Please do not hesitate to contact

The IOSFC 2016 Housing Secretariat:

Phone: +39 02.58189.545 Fax: +39 02.58189.432

Email: accommodation@iosfc2016.org