



Accommodation Form

To be returned :
Before 1st of July 2004
To: CARLSON WAGONLIT TRAVEL
c/o EUROPA ORGANISATION

22, rue de la Pomme - 31000 Toulouse - France
Tel.: 33 (0)5 34 45 12 30 - Fax: 33 (0)5 34 45 12 39
e-mail : wagonlit@europa-organisation.com

LI N° 31950026 - Insurance : GAN Eurocourtage - Guarantee : APS

For room reservation, a file fee of Euro 15 is required. You have the following possibilities, according to your preferred mode of payment, credit card or cheque. If those modes of payment are not adequate for you, please contact CARLSON WAGONLIT TRAVEL (phone, fax, e-mail above). If the form is not fully or properly filled in, we will not be able to make the reservation.

	Mode of payment	
	Credit card	Cheque
On-line reservation on the Congress website	X	
Download the accommodation form (Word format) from the Congress website and return it by e-mail as an attached document to wagonlit@europa-organisation.com	X	
Download the accommodation form (word or pdf format) from the Congress website and fax it, or fax the present form, to 33 (0)5 34 45 12 39	X	
Download the accommodation form (word or pdf format) from the Congress website and mail it, or mail the present form, to CARLSON WAGONLIT TRAVEL c/o EUROPA ORGANISATION 22, rue de la Pomme - 31000 Toulouse - France	X	X

In any case, your reservation will be acknowledged

Mr Mrs Ms Title: _____ First name: _____ Last name: _____

Organisation: _____

Address: _____

Zip Code: _____ City: _____ Country: _____

Phone: _____ Fax: _____ e-mail: _____

Arrival date: _____ Departure date: _____ Number of nights: _____

Type of room: Single Double Twin Non-smoking Smoking

Below is a list of hotels where blocks of rooms have been reserved. Indicative prices in Euros for one night and breakfast. You can locate the hotels on the hotel location map.

Hotel Category	Map Number	Name of hotel	Single	Double or Twin
XX	1	Ibis Centre	Euro 67	Euro 73
	2	Ibis Matabiau	Euro 65	Euro 71
	3	Ibis Ponts Jumeaux	Euro 66	Euro 72
	4	Le Clocher de Rodez	Euro 86	Euro 92
	5	Le Président	Euro 62.50	Euro 70.20
	6	Kyriad Centre	Euro 64,50	Euro 71
	7	Ibis Toulouse Airport	Euro 75	Euro 81
	8	Ours Blanc Centre	Euro 72	Euro 79
	9	Ours Blanc Victor Hugo	Euro 72	Euro 79
XXX	10	Mercure Saint Georges	Euro 122	Euro 136
	11	Mercure Wilson	Euro 121	Euro 142
	12	Mercure Atria	Euro 114.50	Euro 129
	13	Mercure Matabiau	Euro 83	Euro 102
	14	Novotel Centre	Euro 136	Euro 147
	15	Novotel Airport	Euro 115	Euro 125
	16	Holiday Inn Centre	Euro 100	Euro 110
	17	Hôtel de Brienne	Euro 89.75	Euro 98.75
	18	Best Western Jean Jaurès	Euro 129	Euro 142
19	Grand Hôtel Raymond IV	Euro 96	Euro 124	
XXXX	20	Hôtel des Capitouls	Euro 150	Euro 168
	21	Sofitel Airport	Euro 185	Euro 202
	22	Sofitel Centre	Euro 221	Euro 261
	23	Crowne Plaza (Trad)	Euro 180	Euro 202
		Crowne Plaza (Club)	Euro 240	Euro 262
24	Grand Hôtel de l'Opéra	Euro 201	Euro 201	

- Please choose 3 different hotels by order of preference. If your first choice is not available, we will book a room according to your second or third choice.
- The number of block-reserved rooms is limited. If your choices cannot be satisfied, or if your request comes after the 1st of July deadline, we will continue to help you in finding a suitable accommodation

1st choice hotel — Name of hotel: _____	map #: _____
2nd choice hotel — Name of hotel: _____	map #: _____
3rd choice hotel — Name of hotel: _____	map #: _____

Payment - The balance due of the total stay amount has to be paid directly to the hotel upon departure

- Cheque to the order of COMEVAT:
- Amount: one night deposit (first choice hotel), plus the Euro 15 file fee
 - Sent with the accommodation form (please indicate the participant's name)

Date _____ Signature: _____

Credit card

I, the undersigned (Card holder's name), _____

Card holder's address: _____

Passport: Country: _____ Number: _____

authorize COMEVAT, Carlson Wagonlit Travel to communicate my credit card number as guarantee to the hotel.

- American Express Diners Visa / Eurocard / Mastercard

Card number													CID number*			Expiry date	
																Month	Year

* Last three digits in italics at the back of the card

I authorize COMEVAT, Carlson Wagonlit Travel to debit the sum of Euro 15,00 as file fee on my credit card number just above.

Date _____ Signature: _____

CANCELLATION POLICY

In any case, the file fee (Euro 15) is retained

Before 19 July:

- *payment by cheque: refund of the one night deposit*
- *payment by credit card: no additional charge*

From 19 July to 17 August:

- *payment by cheque: the one night deposit is retained*
- *payment by credit card: charge of one night*

From 18 August: charge of the initially booked stay

All cancellations and refund requests must be made in writing (by fax or e-mail). The request will be accepted by the agency according to the reception date of the cancellation.