

# HOTEL RESERVATION FORM

**10<sup>th</sup> Euro PVM/MPI 2003**  
**San Servolo Island - Venezia - Italy**  
**September 29<sup>th</sup> – October 2<sup>nd</sup>, 2003**

**Please return this form to the Congress Secretariat by Fax (+39 049 8763081):**

Key Congress & Communication S.r.l. - Via dei Tadi, 21 – 35139 Padova – Italy  
 Phone: +39 049 659330 – Fax +39 049 8763081 – web: <http://www.keycongress.com>  
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Family name: ..... First name: .....

Address: .....

Zip Code: ..... City: ..... Country: .....

Phone: ..... Fax : ..... E-mail: .....

The hotels available with the corresponding rates are listed below. All rates are in Euro (€) per room per night, inclusive of breakfast and all local taxes. Consider that in Venice only a few single rooms are available, so the rates of double rooms for single use are also listed.

**Venice City Centre**

Hotel Category	Single room		Double room single use		Double room	
	Min	Max	Min	Max	Min	Max
4 ****	€ 270.00	€ 350.00	€ 320.00	€ 420.00	€ 320.00	€ 420.00
3 ***	€ 160.00	€ 200.00	€ 180.00	€ 320.00	€ 200.00	€ 320.00
2 **	€ 105.00	€ 140.00	€ 130.00	€ 160.00	€ 150.00	€ 220.00

This application should be accompanied by a remittance covering a **booking fee** of € 20.00 due to Key Congress. For payments via bank transfer, the remittance should also include a **hotel deposit**.

The table below shows the rooms available in several hotels. The **hotel deposit** due for each Hotel Category is also shown. Please, check the appropriate box. If the preferred room type is not available, the Organizing Secretariat will offer you a valid alternative.

Hotel Category	Single room	Double room (single use)	Double room
**** Deposit: € 400.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*** Deposit: € 300.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
** Deposit: € 200.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Arrival Date \_\_\_\_/\_\_\_\_/2003

Departure Date \_\_\_\_/\_\_\_\_/2003

N. of nights \_\_\_\_\_

Hotel deposit ( <u>Bank transfer only</u> )	€	.....
Booking fee	€	20.00

<b>TOTAL</b>	€	.....
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Special requests: \_\_\_\_\_

**CONFIRMATION**

The hotel reservation will be acknowledged by e-mail. Participants will also receive a confirmation letter together with the hotel voucher, indicating the name and address of the assigned hotel.

**PAYMENT BY CREDIT CART**

The **card number** will be used for the payment of the booking fee, and as guarantee of the room reservation.

**PAYMENT BY BANK TRANSFER**

Please indicate 10th Euro PVM/MPI 2003 and your name on all remittances. Please also transmit a copy of the **bank receipt**. The hotel deposit will be credited to your bill. All hotel expenses, deducting the deposit, should be paid directly to the hotel.

**CANCELLATION POLICY**

For cancellations **within June 27<sup>th</sup>**, the booking fee only will be charged. Therefore, for payments via bank transfer, the hotel deposit will be refunded.

For cancellations **after June 27<sup>th</sup>**, the 100% of the daily room rate plus the booking fee will be charged. Therefore, for payments via bank transfer, the daily room charge will be deducted before eventually refunding the hotel deposit.

<input type="checkbox"/> <b>Credit Card:</b>	<input type="radio"/> Visa	<input type="radio"/> Eurocard/Mastercard
	Card Number .....	
	Card Holder Name .....	
	Expiration Date .....	
	Total amount: € 20,00 (booking fee)	
	Date .....	Signature .....
<input type="checkbox"/> <b>Bank transfer:</b>	Key Congress & Communication S.r.l. Cassa di Risparmio di Padova e Rovigo Agenzia 20 - Padova (Italy) Account Number 3378803/ Swift Code: CRPDIT2P Bank Codes: ABI 06225 - CAB 12150	
	<i>The bank charge for remittance must be covered by the payer.</i>	

By signing this form and well informed on the Italian Law n. 675, Dec. 31, 1999 concerning "personal data processing" – particularly as concerns the articles 10, 20, 24, 28 – I authorize Key Congress & Communication S.r.l., until written revocation, to process and divulge my personal data within the limit of the above mentioned law and in accordance with the procedure laid down by the law. I give my consent providing that Key Congress & Communication S.r.l. complies with the regulations in force.

I do not want my personal details to be divulged to third parties

Date .....

Signature .....

**PLEASE DO NOT FORGET TO MAKE A COPY FOR YOUR OWN RECORDS**