

ACCOMMODATION & EXCURSIONS FORM

ESNR 2009

SEPTEMBER 17th – 20th, 2009 HILTON ATHENS HOTEL, ATHENS, GREECE

Please fill out this form and e-mail or send by fax to PRC Congress & Travel,
the Official Travel Agency and Housing Bureau of the Congress,
until June 20th, 2009, in order to secure your accommodation and/or excursions reservations

PRC Congress & Travel – PUBLIC RELATIONS CENTER
102, Michalakopoulou str., 115 28 Athens, Greece
Tel.: +30 210 7711673, 7756336, Fax: +30 210 7711289, E-mail: secretariat@prctravel.gr

PARTICIPANT'S DETAILS

Professor <input type="checkbox"/>	Dr. <input type="checkbox"/>	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>
Family Name:		First Name:	
Institution / Department:			
Professional Title:			
Street:		City:	
Zip-code:		Country:	
Tel.:		Fax:	
E-mail:			

ACCOMPANYING PERSONS DETAILS

1st PERSON	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Child <input type="checkbox"/>
Family Name:		First Name:	
2nd PERSON	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Child <input type="checkbox"/>
Family Name:		First Name:	

ACCOMMODATION – Prices, Terms & Conditions

PRC Congress & Travel has reserved rooms at the Hilton Athens Hotel (Congress Venue) for the participants of the Course.

Please proceed with your reservations as soon as possible in order to secure your accommodation. Rooms will be allocated on a first-come-first-served basis. Upon receipt of the Accommodation Form, PRC Congress & Travel will make every effort to meet the participant's requirements.

There is a minimum stay of four (4) overnights for the Hilton Athens Hotel.

Deadline for accommodation reservations is June 20th, 2009.

Athens Hilton Hotel (Deluxe cat.)	
Single Room (B/B)	285,00 € per room / per night
Double Room (B/B)	299,00 € per room / per night
Prices are in euro, including all local taxes & breakfast	
Porterage charge is not included and is approximately 5,00 € per person	
All bookings should have a minimum stay of four (4) nights	

*Check in: 14.00 hrs. / Check out: 12.00 hrs.

*Reserved rooms will be held for all participants until 12.00 hrs. the next day, unless otherwise specified by the participant.

In case you wish to book your accommodation in other hotel categories, relevant reservations have been made for the participants of ESNR 2009. Kindly contact directly PRC Congress & Travel in order to receive relevant suggestions and offer. Indicative costs are as follows:

Category 5***** (B/B)	From 200,00 € per room / per night
Category 4**** (B/B)	From 186,00 € per room / per night
Category 3*** (B/B)	From 85,00 € per room / per night

ACCOMMODATION RESERVATION DETAILS – HILTON ATHENS HOTEL

Total Number of Rooms:	Total Number of Residents:
Arrival Date:	Departure Date:

No of Rooms	Type of Room	Cost per night	No of Nights	Total Cost per Type of Room
	Single Room			
	Double Room			
	Twin Bed Room			
Agent Fee:				20,00 €
Total Cost:				€
50 % Deposit:				€

I wish to share my room with Mr. / Mrs.:

Non-smoking room
 Smoking room
 Room for disabled person
 Difficulty in moving

Other requirements:

- * For any other special room requests (triple rooms, suites etc.) kindly contact PRC Congress & Travel
- * Reserved rooms will be held for participants till 12.00 hrs. the next day, otherwise it has to be specified by the participant
- * All requirements will be confirmed upon check-in, depending on the availability.

EXCURSIONS RESERVATIONS – Prices, Terms & Conditions

Please fill the below table with your choices according to the suggested excursions' descriptions:

Tours	Duration	Date	Cost per person	No of persons	Total Cost per Excursion
Tour 1 – Athens Sightseeing	Half Day	September 17	45,00 €		
Tour 2 – Delphi	Full Day	September 18	65,00 €		
Tour 3 – Epidaurus & Mycenae	Full Day	September 18	70,00 €		
Tour 4 – Aegina, Poros, Hydra	Full Day	September 18	90,00 €		
Tour 5 – Cape Sounion	Half Day	September 19	35,00 €		
Total Cost:					
50 % Deposit:					

The above rates are in euro and include private transfer with luxury coaches, English speaking guide, entrance fees, tolls and taxes.
Drinks, lunches, personal expenses, gratuities are not included.
* Lunch is included on Tour 4, no drinks included.

Deadline for excursion reservation is June 20th, 2009.

All half and full day tours are based on a **minimum participation of 35 persons**. In case there are less than 35 participants by June 29th, 2009, PRC Congress & Travel will propose alternative tours.

METHOD & CONDITIONS OF PAYMENT

Payment can be made through bank transfer or by credit card (Visa and Mastercard).
All reservations for accommodation and/or excursions must be accompanied by 50% deposit of the total accommodation and/or excursions cost.
Balance with the remaining 50% of the total accommodation and/or excursions cost should be paid by June 20th, 2009.
In case of not proceeding with the final payment, your reservations will be cancelled.
Personal cheques and Eurocheques are not acceptable.
According to the selected method of payment, kindly fill the required fields below.

A. BANK TRANSFER

I have transferred the total amount of Euro to the following bank account of PRC CONGRESS & TRAVEL as a deposit for my accommodation and/or excursions reservations in the ESNR 2009 Congress.

Bank Account

PRC CONGRESS & TRAVEL
(IORDANIS CHALIVIDIS & SIA EE)

ALPHA BANK
SWIFT: CRBAGRAAXX

ACCOUNT NUMBER: 130 00 2786 025551
IBAN: GR 21 0140 1300 0278 6025 551

- * Kindly make sure that your name is mentioned on the swift bank order and that respective bank commission has been subdued
- * The bank receipt must be forwarded to the PRC Congress & Travel along with this form, by e-mail or fax in order for the accommodation and/or excursions reservations to be confirmed
- * For your reservations to be valid kindly proceed with the payment of the remaining 50% of the accommodation and/or excursions cost latest by June 20th, 2009 and forward the bank receipt by e-mail or fax to the PRC Congress & Travel otherwise your reservations will be cancelled.

B. PAYMENT BY CREDIT CARD

I hereby authorize PRC CONGRESS & TRAVEL to immediately charge my credit card mentioned below with the amount of Euro as a deposit for my accommodation and/or excursions reservations in the ESNR 2009 Congress.

I also authorize PRC CONGRESS & TRAVEL to charge my credit card mentioned below with the amount of Euro as final settlement for my accommodation and/or excursions reservations in ESNR 2009 Congress. This charge will be made between June 18th and June 20th, 2009.

Credit Card Details

Visa Mastercard

Card Holder's Name:
Card Number:
Expiry date:

Card Holder's Signature:.....

- * Card holder's original signature is required to proceed with the accommodation and/or excursions reservations
- * A photocopy of both sides of the credit card forwarded along with the Accommodation & Excursion Form is mandatory
- * The remaining 50% of the accommodation and/or excursions costs will be charged to the above credit card between June 18th and June 20th, 2009 unless otherwise requested.
- * In case we cannot charge the credit card (card cancelled or rejects the charge for any reason) your reservations will be cancelled.

CONFIRMATION OF ACCOMMODATION AND EXCURSIONS RESERVATIONS

For payment by credit card

Your accommodation and/or excursions reservations will be confirmed when PRC CONGRESS & TRAVEL has received the Accommodation & Excursions Form dully filled with all required details and the payment transaction has been completed.
You will receive a confirmation letter for your accommodation and/or excursions reservations to the e-mail address mentioned in the Accommodation & Excursions Form.

For payment through bank transfer

Your accommodation and/or excursions reservations will be confirmed when PRC CONGRESS & TRAVEL has received the Accommodation & Excursions Form dully filled with all required details plus the receipt of the bank transfer with your name mentioned on the swift bank order.
You will receive a confirmation letter for your accommodation and/or excursions reservations to the e-mail address mentioned in the Accommodation & Excursions form.

CANCELLATION POLICY

All cancellations must be made in written, by e-mail, to the PRC Congress & Travel and you will receive a confirmation for your cancellation.

- For cancellations made until June 20th, 2009: 100% refund less 20,00 € agency fees
- For cancellations made from June 21st until July 6th, 2009: 50% refund less 20,00 € agency fees
- For cancellations made from July 7th, and onwards: No refund will be granted

I hereby confirm that I have read and agree with all prices, terms, conditions and cancellation policies for my accommodation and/or excursions reservations in ESNR 2009 Congress.

Date: ____/____/____

Signature: _____