

## Appendix B

# GEO VIII Plenary

## HOTEL RESERVATION FORM

PLEASE COMPLETE AND RETURN TO:

Congress Organisation Secretariat  
ozgecelebi@figur.net  
Figür Congress Organisation Services (Figür)  
Ayazmaderesi Cad. Karadut Sok. No:7  
34349 Dikilitas- İstanbul / Türkiye

e-mail :

Phone : + 90 212 381 46 00  
Fax : + 90 212 258 60 78

PLEASE COMPLETE BY USING TYPEWRITER OR CAPITAL LETTERS

### PERSONEL DATA

Title .....

Family Name ..... First Name.....

Institute/Company .....

Clinic/Department .....

Street & No. ....

ZIP Code/City Country .....

Tel ..... Fax .....

E-Mail ..... Mobile .....

### HOTEL BOOKING

Rooms are booked on a first come first served basis. Every attempt will be made to accommodate you as requested however should your preferred hotel category be full, we reserve the right to make your booking at the best available alternative.

The housing agency will make the hotel reservation only upon receipt of the deposit. One night payment of the hotel reservation is required on or before 02 September 2011.

Hotel Name	Distance to Congress Center	Single room ( per night in Euro)	Double room ( per night in Euro)
5 * Ramada Plaza Hotel	10 min walking	190 ₺	210 ₺
4 * Germir Palace	10 min walking	120 ₺	140 ₺
4 * Seminal Hotel	10 min walking	120 ₺	140 ₺
4 * Konak Hotel	10 min walking	120 ₺	140 ₺
4 * The Madison Hotel	10 min walking	120 ₺	140 ₺
3 * Taşlık Hotel	15 min walking	90 ₺	115 ₺

Request for transportation (50€ per way) pick up  drop  two-ways(90€)

Arrival date/time : .....

Flight number : .....

Airline company : .....

Departure date/time : .....

Nights : .....

Remarks : Non smoking   
Arrival after 18:00 hrs   
Additional bed

**Methods of Payment :** Please note that all transfer charges, bank collection fees and financial charges are the responsibility of the participant.

**1- Bank wire transfer**

Account name :  
Bank :  
Branch name and number :  
Account number :  
Swift Code :  
Iban number :

A copy of the bank receipt should be sent together with the Hotel Reservation Form.

**2- By credit card**

Card type Visa  Master

Card Holder's Name -----

Credit Card No -----

Expire Date -----

Safety Code -----

(CVC code - 3 last digits near the signature)

Card Holder's Signature -----

I hereby authorize "Figur Congress" to debit my credit card account with the total value of the items booked by me on the first page of this form. I also consent "Figur Congress" to debit or credit my card by informing me with the amount for any subsequent change in the items booked. I fully accept the above stated booking/cancellation/alteration conditions.

If payment is made for more than one person or by a company, please make sure that all names are properly indicated.

**Confirmation**

Within one week of receipt of your reservation form and hotel deposit, you will receive a confirmation of your hotel reservation by e-mail, including the name and address of your hotel and the costs per night. If you have not received a confirmation one week after payment of your hotel deposit, please contact the housing agency at [ozgecelebi@figur.net](mailto:ozgecelebi@figur.net) or by phone +90 212 381 46 47

**Changes, cancellation and no-shows**

Any changes or cancellations of hotel reservations must be communicated to Figür Congress Services in writing, either by [ozgecelebi@figur.net](mailto:ozgecelebi@figur.net) or by fax at +90 212 258 60 78. They will be subject to the following conditions:

- Name changes in hotel reservations notified in writing before 02 September 2011 can be made free of charge. Any name changes on or after 02 September 2011 will be subject to an administrative fee of Euro 35.
- For cancellations after 02 September 2011 one-night deposit is non-refundable

All refunds will be made after the congress.



Figür Congress Services

Ayazmaderesi cad. Karadut sok. NO: 7 Dikilitaş / İstanbul / Turkey

Telephone : + 90 212 381 46 00 pbx Fax: +90 212 258 60 78 Email: [ozgecelebi@figur.net](mailto:ozgecelebi@figur.net)