

All reservations must be processed through the housing agency Amiconi Consulting SA. Please fill in and return this form to info@amiconiconsulting.ch

Personal information: Family name: Invoicing Address: City/ Country:	Title	: □ Prof. First name Post/Zip C E-mail:	Э:	□ Mr.	□ Mrs.	🗖 Ms.	
Hotel selection:	Prefe	rred hotel category	′ <b>□</b> 1*	*-2* 🗆	l3* <b>□</b> 4*	□5*	
Preferred Hotel's name:	1' choice	2' choice		3' cho	bice		
Type of room: Other type (please specify	□ SGL Single )	DSU Double Sing	gle Use	🗖 DE	3/TWIN D	ouble /2beds	
Arrival date: Accompanying person/s: Additional needs:	Departure date:	:	Total n	n° of nigl	nts:		
The rates are in CHF (Swiss Francs), per room and night, and include breakfast and 2020 VAT.							

The tourist taxes have to be added separately: 6.10 CHF per person/day for 4-5 star hotels, 4.55 CHF per person/day for 1-3 star hotels. In case taxes and VAT will increase, they will be changed accordingly. Bookings are made on a first come first served basis. Every effort will be made to ensure you with an accommodation that best fits your needs.

## **Payment policy:**

HOTEL BOOKING FORM

50% deposit is due at the confirmation 50% balance invoice has to be settled within 27<sup>th</sup> December 2019. From December 27th, 2019 onwards only full payment by credit card will be accepted.

□ Credit card (+ 3% of credit card fees, for VISA and MASTERCARD, +4% for AmEx). Upon confirmation you will receive a secure link and you will be guided to authorize the payment

Bank transfer
An invoice with full bank details for the payment will be issued and sent to your attention.

## **Cancellation policy:**

Up to 3 months before arrival (November 27<sup>th</sup> 2019) ,the cancellation is free of charge, except an administrative charge of 50 CHF + VAT. After this term a penalty of 50% applies until 27<sup>th</sup> December 2019. Full penalty applies for cancellations communicated from 27<sup>th</sup> December onwards. Cancellations must be communicated by email.

□ I agree with the terms above.

Signature

In compliance with the GDPRL, Amiconi Consulting hereby informs that the information here given will solely be managed internally and used exclusively for the purpose of communication within the scope of the congress activities such as scientific and social. By filling in this form you authorize to use the given personal data for the above mentioned purpose.