



Accommodation / Services Form

Receipt Date:	Registration No:
---------------	------------------

(To be completed by the PCO)

Please fill in this accommodation form in CAPITAL LETTERS and tick where appropriate. This form is for one delegate and his/her accompanying person(s) only. For additional delegates, please have this form photocopied. You are kindly requested to send it by fax or e-mail to the Professional Congress Organiser (PCO), **AC&C International S.A.**, tel.: +30 210 6889 130, fax: +30 210 6844 777 (Attn. Hospitality Department), e-mail (Hospitality Department): **hotels@13iacc.org**

You may book your accommodation on-line at: www.13iacc.org

I. DELEGATE' S DETAILS		
Family name:		
First name:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Organisation – Position:		
Correspondence address:		
City/Town:	Post/Zip code:	Country:
Tel. (please include country code):		Fax:
Mobile:	E-mail:	
Please indicate postal address details: home <input type="checkbox"/> or work <input type="checkbox"/>		
Special requests:		

II. ACCOMPANYING PERSONS' DETAILS

Family name:

First name:

Male Female Adult Child* * Year of Birth:

Family name:

First name:

Male Female Adult Child* * Year of Birth:

III. ACCOMMODATION & TRAVEL INFORMATION

Reservation Procedure

- Please select the type of room you prefer and fill in the required information (type of room, check-in date / check-out dates ,total cost) in the table below
- The duly completed Accommodation Form should be forwarded to the Professional Congress Organiser (PCO) as described above.
- **All bookings require payment of one night's rate as a deposit.**
- An informative letter confirming your hotel booking status with the balance due **(to be paid on 12 September, 2008)** will be sent to you by e-mail within five (5) days after having received both your accommodation booking and your deposit. Should you not receive such an informative letter, please contact the Professional Congress Organiser (Attn. Hospitality Department).
- The PCO will charge your credit card with the balance due on 12 September, 2008 without further notice.
- Within five (5) days after having received the remaining amount for accommodation, the PCO will send you the hotel voucher.
- All hotel bookings are considered valid **only** upon full payment of the room and receipt of the hotel voucher.
- The PCO reserves the right, upon delegate's agreement, to transfer the room reservation to a hotel other than the one initially selected in case there are no available rooms.

Accommodation Details

Do you intend to participate in Transparency International Annual Membership Meeting?

YES NO

If yes, please select one of the hotels marked with (■), where it is recommended to extend your stay during the 13th IACC Conference as well.

1. Are you invited to Transparency International's Annual Membership Meeting (AMM)?

YES NO

2. If yes, is one or more of your hotel nights to be financed by TI-Secretariat?

YES NO

Please select room type:

HOTEL	CAT.	ROOM TYPE & RATE (per room/night) in Euros		CHECK-IN DATE	CHECK-OUT DATE	TOTAL COST
		SINGLE	DOUBLE			
HILTON ATHENS (standard rooms)	5*	250 € <input type="checkbox"/>	270 € <input type="checkbox"/>/...../ 2008/...../ 2008 €
HILTON ATHENS (executive rooms)	5*	335 € <input type="checkbox"/>	355 € <input type="checkbox"/>/...../ 2008/...../ 2008 €
DIVANI CARAVEL	5*	170 € <input type="checkbox"/>	190 € <input type="checkbox"/>/...../ 2008/...../ 2008 €
■ ATHENS IMPERIAL	5*	120 € <input type="checkbox"/>	130 € <input type="checkbox"/>/...../ 2008/...../ 2008 €
AIROTEL STRATOS VASSILIKOS	4*	142 € <input type="checkbox"/>	148 € <input type="checkbox"/>/...../ 2008/...../ 2008 €
AIROTEL ALEXANDROS	4*	132 € <input type="checkbox"/>	138 € <input type="checkbox"/>/...../ 2008/...../ 2008 €
■ STANLEY	4*	110 € <input type="checkbox"/>	115 € <input type="checkbox"/>/...../ 2008/...../ 2008 €
BEST WESTERN ILISIA	3*	100 € <input type="checkbox"/>	115 € <input type="checkbox"/>/...../ 2008/...../ 2008 €
PRESIDENT	3* sup	100 € <input type="checkbox"/>	110 € <input type="checkbox"/>/...../ 2008/...../ 2008 €
■ CRYSTAL CITY	3*	58 € <input type="checkbox"/>	68 € <input type="checkbox"/>/...../ 2008/...../ 2008 €
■ GOLDEN CITY	3*	58 € <input type="checkbox"/>	68 € <input type="checkbox"/>/...../ 2008/...../ 2008 €
BEST WESTERN MUSEUM	3*	63 € <input type="checkbox"/>	76 € <input type="checkbox"/>/...../ 2008/...../ 2008 €
BEST WESTERN PYTHAGORION	3*	62 € <input type="checkbox"/>	76 € <input type="checkbox"/>/...../ 2008/...../ 2008 €
BEST WESTERN ZINON	3*	61 € <input type="checkbox"/>	74 € <input type="checkbox"/>/...../ 2008/...../ 2008 €

There is a minimum stay of four (4) nights for the period between 29 October and 3 November 2008 for all hotels. For any special requirements, please contact the PCO for further assistance (email: hotels@13iacc.org)

The abovementioned prices are in Euros (per room/night) and include:

- Accommodation
- Buffet Breakfast
- VAT

Please indicate any special dietary preferences.

.....
.....

Please indicate any special requirements (to be completed only by people with physical disabilities)

.....
.....

Booking Policy for Hotels in Greece

Standard Check-in Time: 14:00 hrs

Standard Check-out Time: 12:00 hrs

In case you would like to check-in earlier and/or check-out later than the standard hours, please take into account that you may do so upon request and depending on room availability. Please bear in mind that you will be charged extra based on the actual time of check-out.

Transportation Details

The Professional Congress Organiser (PCO) can arrange your transportation from/to the Athens International Airport "EL.VENIZELOS" by taxi. Should you wish to book this service, please fill in the requested fields and tick where appropriate.

▶ Arrival Flight Details: Flight No: Date of Arrival:/...../..... Time of Arrival::.....hrs

▶ Departure Flight Details: Flight No: Date of Departure:/...../..... Time of Departure::.....hrs

COST (PER PRIVATE TAXI)*:

From the Athens International Airport: 50 € To the Athens International Airport: 50 €

Night fee charge (22.00hrs – 07.00hrs): 60 € Night fee charge (22.00hrs – 07.00hrs): 60 €

Total Cost: €

**maximum 2 persons per taxi*

Shuttle service from the official Conference Hotels to the Conference venue and vice-versa will be available to all participants who will book their accommodation through the PCO during the Conference period (30 October to 2 November 2008). Time schedule will be announced on site (to both the Conference venue and the official Conference Hotels).

IV. CONGRESS TOURS

HALF DAY TOURS

The Classical Trail: Acropolis & Plaka ★

Dates: 25/10 26/10 27/10 28/10 29/10 30/10 31/10 1/11 2/11

Price/person: 52 € No of tickets: Total Cost:€

★ Included in the registration fee of the accompanying persons.

Cape Sounion

Dates: 25/10 26/10 27/10 28/10 29/10 30/10 31/10 1/11 2/11

Price/person: 40 € No of tickets: Total Cost:€

Athens by Night

Dates: 25/10 26/10 27/10 28/10 29/10 30/10 31/10 1/11 2/11

Price/person: 60 € No of tickets: Total Cost:€

FULL DAY TOURS

** all prices include lunch at local restaurants (beverages not included)*

Delphi

Dates: 25/10 26/10 27/10 28/10 29/10 30/10 31/10 2/11

Price/person: 96 € No of tickets: Total Cost:€

Mycenae - Epidaurus

Dates: 25/10 26/10 27/10 28/10 29/10 30/10 31/10 1/11

Price/person: 96 € No of tickets: Total Cost:€

Cruise to the Argosaronic Gulf

Dates: 25/10 26/10 27/10 28/10 29/10 30/10 31/10 1/11 2/11

Price/person: 95 € No of tickets: Total Cost:€

- A minimum number of 35 persons is required for all private tours. The Professional Congress Organiser (PCO) reserves the right to cancel the tour and refund the participants if the minimum number is not reached.
- Pick up & drop off point for all tours is the Conference Venue – The Megaron Athens International Conference Center.

V. PAYMENT DETAILS

You can pay the accommodation, tour and/or transportation fees by credit card. Please fill in the following fields and tick where appropriate:

Payment by credit card: Visa MasterCard Diners Amex (Not accepted for online registrations)

Credit card number:

Card expiry date: _____

Cardholder's name (displayed on the card): _____

Cardholder's telephone number (please include country code): _____

Issued by (name of the bank): _____

3-digit code as displayed at the back side of the card:

I hereby authorise AC&C International S.A. to debit / credit this card with the total amount of euros for Transportation, Congress Tours and **one night's rate deposit** for Accommodation, and any subsequent changes (cancellation, modification fee, non-show) to the items booked for **Mr/Mrs**

Moreover, I authorise AC&C International S.A. to debit / credit this card with the balance due on 12 September, 2008.

Cardholder's Signature: _____

(Please do not type - Original signature required.)

VI. BILLING DETAILS

Please tick one of the following billing options: * Receipt Invoice

In case of **invoice** please fill in the following details:

Individual's name / Company's name: _____

Profession / Field of activity: _____

Address: _____ Zip code: _____ City: _____ Country: _____

Tel. (please include country code): _____

Fax: _____ E-mail: _____

Tax registration Nr.: _____ Local Tax Authority-DOY (Greek delegates/companies only): _____

- A receipt will be issued in case you do not choose one of the options.

VII. CANCELLATION & SUBSTITUTION POLICY

ACCOMMODATION

- Written cancellations received prior to 31 July 2008 will receive full refund minus €50 administrative fee.
- Written cancellations received between 1 August and 30 September 2008 will be charged with one night stay.
- There is no refund for cancellations received after 30 September 2008.
- Substitutions regarding accommodation will be accepted until 30 September 2008 at a €50 administrative fee. In this case, a new accommodation form duly filled in, is required and must be sent to the Professional Congress Organiser (PCO).
- No substitutions will be accepted after 1 October 2008.
- All refunds will be processed one month following the conclusion of the Conference.

TRANSPORTATION & CONGRESS TOURS

- Written cancellations received prior to 30 September 2008 will receive full refund minus €50 administrative fee.
- There is no refund for cancellations received after 30 September 2008.

** The above cancellation fees apply to individual bookings only.*

Data given in this form will not be disclosed to any third parties who are not directly involved in the organisation of the Conference, nor will it be publicized in any other way.

I hereby confirm that I have read and understood the reservation terms as well as the cancellation and substitution policy, which I accept without any reservations.

Date:

Signature:

(Please do not type your name: Original signature is required.)