

NATO - Summit Meetings
PRAGUE – CZECH REPUBLIC
21.11.-22.11.2002

HOTEL BOOKING FORM FOR THE MEDIA

**AIMS International Congress Services , Na Zderaze 15, 120 00 Prague 2,
Czech Republic
Tel. +420 2 2492 1180 – Fax. +420 2 2491 6226
E-mail: press.nato@ahr-aims.com**

DELEGATE

• Mr. / • Mrs. Title: _____

Last Name: _____ First Name: _____

Media or Company: _____

Mailing Address: _____

ZIP / Postal Code: _____ City: _____ Country: _____

Telephone: _____ Fax: _____ E-mail: _____

HOTEL RESERVATION

Please choose the name of your preferred hotel

Choice 1: _____

Choice 2: _____

Choice 3: _____

• Single room • Double room

Arrival Date: _____ Departure Date: _____

Name of person sharing your accommodation : _____

Please note that all room rates are per room / per night including breakfast.

FLIGHT RESERVATION

• I would like *AIMS International* to make the flight reservations

Arrival Date: _____ Departure Date: _____

Originating destination _____ Final Destination: _____

Please note: We will pass on your request to AIMS International (Belgium) bvba,
Tel.: +32.(0)2.722.8230, Fax: +32.(0)2.722.8240, E-mail: natou@aimsbru.be
AIMS International (Belgium) bvba is a fully licensed travel agency and member of
IATA. Special arrangements have been made with the national carrier CSA, as well as
other airlines servicing Prague.

HOTEL BOOKING CONDITIONS

1. Rooms will be allocated on a "First come, first served" basis according to availability
2. Reservations can only be made with the Hotel Booking Form or via Internet
3. Accommodation can only be guaranteed when a **deposit of one night** has been received by AIMS International Congress Services. The deposit amount will be deducted from the hotel bill when checking out. A confirmation letter will be sent by fax or mail.
4. **Please note:** Deadline for room reservations is September 16th, 2002!! Room reservations after this deadline can only be handled upon availability.
5. All hotels are legally entitled to charge the entire stay as originally booked.
6. Rates include VAT, local tax and service charge

HOTEL PAYMENT

- by bank transfer to

AIMS International,
Bank account : Raiffeisen Bank, **Account no. :** 1071002796
Address : Vodickova 38, P 1 // 111 21 Praha 1,
Swift code : RZBCCZPT, Bank code : 5500

Please note that the banking fees have to be settled by the remitter!

Important : When making a bank transfer, you **MUST** mention your name and the purpose of your payment, so that the money can be assigned to your account.

- by credit card
 - American Express
 - Euro/Master Card
 - VISA
 - Diners

In case of payment by credit card you will receive an extra form by fax where you have to fill in your credit card details and your signature.

HOTEL CANCELLATION / ALTERATION POLICIES

All cancellation/alterations must be made in writing by letter, fax or e-mail to *AIMS Congress Services*.

Cancellation: Up to 3 months prior to arrival date	no charge
3 to 2 months prior to arrival date	€ 10,- handling fee
2 to 0 months prior to arrival date	one night charge
"No-Show"	one night charge
Name change and other alterations	€ 10,-

LIABILITY

AIMS International act as agents only and cannot be held responsible for any loss, injury or damage to any person or property, whatever the cause may be. Liability of persons and enterprises providing means of transportation, or other services, however, remains unaffected. The customer takes part in all tours and trips at his own risk. Only written arrangements are binding. We kindly ask you to authorise AIMS with your signature to use all registration data given by this form for a computerised handling on the congress.

I have read and accepted the booking/cancellation/alteration&liability as printed on this form.

Date: _____ **Signature:** _____