



*ONLY ONE INDIVIDUAL PER FORM - PLEASE USE CAPITAL LETTERS
COMPLETE ALL SECTIONS FULLY - INCOMPLETE FORMS WILL NOT BE PROCESSED*

Please send back by mail or by e-mail before April 6th, 2009 with your payment to the Organizing Secretariat:

▶ **MSDA 2009 c/o PLB. Organisation**

Hôtel de Créquy • 15, rue de Pontoise • 78100 Saint-Germain-en-Laye • France
Tel.: +33 (0)1 39 04 24 24 • Fax: +33 (0)1 39 04 24 77 • e-mail: msda2009@agence-plb.com

The housing bureau has booked rooms at the Estrel Hotel.

Single room: **180 €** Double room: **210 €**

*The rates are per night, including breakfast and taxes.
Breakfast is mandatory*

ROOM INFORMATION

Please supply the name of the person to occupy the room and type of room

Last name _____ *First name* _____ *Middle initial* _____

Single Double Smoking Non-smoking

_____ _____ _____
Arrival date (MM/DD/20YY) *Departure date (MM/DD/20YY)* *Number of nights*

Room (single / double)		Total
ROOM RATE	NO. NIGHTS	
..... € €
Booking fee		+ 25 € per room
Grand total to be paid	 €

*Booking is subject to availability of rooms.
To avoid disappointment, early booking is recommended before April 6th 2009*

The Congress Hotel rooms have been pre-booked from May 20th to May 24th (4 nights).

Should you need to book "pre" or "post" nights, please indicate your dates of arrival and departure and we will check for availability.

PAYMENT

Means of payment - prepayment of the whole stay

Important/Please read carefully rules of payment and cancellation policy listed below

Please indicate which of the following means of payment you intend to use for hotel booking:

Bank transfer in Euro (€)

Bank transfer justification should be sent by email or fax

Payment must be made to PLB. Organisation Inc.

Bank name: Société Générale / Saint-Germain-en-Laye

National Bank Details: Bank office: 01870 – Bank code: 30003

Account N°: 00028010456 - Key/52 – **IBAN code:** FR76 30003 01870 00028010456 52

Important/Please indicate as a reference "MSDA 2009 htl accommodation + your name"



PAYMENT

Means of payment - prepayment of the whole stay

By credit card (Visa)

Please be informed that no payment by American Express or Dinners can be accepted

Please charge Euro (€) to my below bank account

Credit card number

Expiry date (MM/DD/20YY)

..... Cardholder's signature :

Cardholder's name (as shown on the credit card)

My signature above authorizes PLB. Organisation to charge my credit card for the total amount of the entire hotel stay

Bank cheque in Euro (€) in favour of **PLB.Organisation Inc.**

Bank cheque number

Bank name

WRITTEN CONFIRMATION

PLB. Organisation will send a hotel booking confirmation at the below given address upon receipt of the corresponding payment

Send Confirmation of the Hotel Booking to: (Please use capital letters)

Dr. Prof. Mr. Mrs. Ms.

Last name

First name

Company name

Mailing address

City

State or province

Country

Zip or postal code

Phone (with country, city / area codes, number)

Fax (with country, city / area codes, number)

E-mail

RULES OF PAYMENT - ROOMS WILL BE ASSIGNED ON A FIRST COME FIRST SERVED BASIS.

For Bookings made after April 6th, 2009, rooms availability will depend upon blocked rooms availability.

For all hotel bookings : The prepayment of the entire stay is required in order to confirm attendant's hotel booking. Only hotel booking requests accompanied by the corresponding payments will be processed. Hotel reservations without payment will no be considered.

CANCELLATION POLICY

Any change or cancellation should be notified in writing to PLB. Organisation Inc. Before September 30th, 2008: no cancellation charge. To October 1st, 2008 to November 30th, 2008: Invoicing of 30% of the total amount of the planned service. To December 1st, 2008 to January 14th, 2009: Invoicing of 60% of the total amount of the planned service. To January 15th, 2009 to February 28th, 2009: Invoicing of 80% of the total amount of the planned service. From March 1st, 2009: No refund for any cancellation or change.

ACCOMMODATION AGREEMENT

I do accept the conditions regarding accommodation and cancellation as stated above

Date

Signature

Company stamp (for institutions only)