

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

Please send back by regular mail or e-mail before April 16th, 2012 with your payment to the Organizing Secretariat:

▶ **PLB. Organisation Inc. / MSDA 2012**

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 07 41 • e-mail: msda@agence-plb.com

Web site: www.msdacongress.com

The housing bureau has booked rooms in the following hotels:

Holiday Inn****

Single room: **160 €**

Palmeraie hotel

Single room: **175 €**

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

Should you need double room, please contact us by e-mail: msda@agence-plb.com

ROOM INFORMATION

The Congress Hotel rooms have been pre-booked from May 16th -19th (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.

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

First name

FAMILY NAME

Name of the hotel

Smoking Non-smoking

_____ Arrival date (MM/DD/20YY)

_____ Departure date (MM/DD/20YY)

Number of nights

Room (single)		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 1st 2012

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 2012 htl accommodation + your name"

Means of payment - prepayment of the whole stay

By credit card (Visa)

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

Please charge Euro (€) to my below bank account

_____ Credit card number

_____ CVC code

_____ Expiry date (MM/20YY)

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

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

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

Bank cheque number

Bank name

WRITTEN CONFIRMATION
AND INVOICING ADDRESS

PLB. Organisation Inc. 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.

First name

FAMILY 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 1st, 2012, 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 not be considered.

CANCELLATION POLICY

Any change or cancellation should be notified in writing to PLB. Organisation Inc. Before October 31st, 2011: no cancellation charge. To November 1st, 2011 to November 30th, 2011: Invoicing of 30% of the total amount of the planned service. To December 1st, 2011 to January 10th, 2012: Invoicing of 60% of the total amount of the planned service. To January 11th, 2012 to February 28th, 2012: Invoicing of 80% of the total amount of the planned service. From March 1st, 2012: 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)