

**ERA-EDTA CONGRESS
BOOKING FORM FOR HOTELS AND TOURS**

Lisbon, Portugal - May 15 - 18, 2004

PERSONAL DATA (printed letters)	
Last name: _____ First Name: _____	
Company / Institution: _____	
Address: _____ _____	
City: _____ Country: _____	
Postal Code: _____	
Telephone: _____ Fax: _____	
E-Mail: _____	

ROOM RESERVATION REQUEST (printed letters)	
Requested hotel: 2 star hotel (X): _____ 3 star hotel (X): _____ 4 star hotel (X): _____ 5 star hotel (X): _____	Single room (X): ____ Double room (X): ____ Twin room (X): ____
First choice: _____	Sharing with participants (name): _____ Sharing with accompanying (name): _____
Second choice: _____	Arrival date: _____ Departure date: _____
Third choice: _____	Number of nights: _____ Minimum stay is 3 nights
<i>Reservations will be allocated on a "first-come, first-served basis". Every attempt will be made to accommodate you as requested. In case your choice(s) is no longer available, an alternative will be confirmed.</i>	Remarks/special requests: Non-smoking (X): _____ Late arrival (X): _____
	Any other (specify): _____

PRE CONGRESS TOURS			
Tour	Days	Price per person	Number of persons
Alentejo	12-14 May	EURO 358.00 in Twin Single suppl. EURO 82.00	
Madeira	12-14 May	EURO 520.00 in Twin Single suppl. EURO 90.00 Flight tariff: approx. EURO 350.00	
Porto & the North	12-14 May	EURO 405.00 in Twin Single suppl. EURO 75.00	
TOTAL			

SIGHTSEEING TOURS					
Tour	Days	Time-table	Price per person	Number of persons	Date
Lisbon City Tour	Daily except Mondays	Half day 14h30 - 17h30	EURO 30.00		
Lisbon City Tour	Daily except Mondays	Full day 09h30 - 17h30	EURO 73.00		
Lisbon Outskirts Sintra/Cascais	Daily except Tuesdays	Full day 09h30 - 17h30	EURO 67.00		
Mafra/Sintra	Daily except Tuesdays	Full day 09h30 - 18h30	EURO 70.50		
Arrábida/Sesimbra	Daily except Tuesdays	Full day 09h30 - 18h00	EURO 65.00		
Óbidos/Batalha	Daily	09h00 - 16h00	EURO 73.00		
Nazaré/Alcobaça	Daily	09h00 - 16h00	EURO 62.00		
Fátima	Daily	09h00 - 16h00	EURO 62.00		
Évora	Daily	Full day 09h30 - 18h30	EURO 73.00		
TOTAL					
TOURS TOTAL					
GRAND TOTAL					

HOTEL BOOKING / PAYMENT CONDITIONS:

1. **Rates** are in EURO, per room, per night and include service charges and taxes at the time of publication. Most of the rates include also breakfast. Exceptions are duly marked.
2. Reservation is guaranteed upon receipt of booking form together with **1 night payment** non refundable to Mundiconvenius until **March 15th**.
3. **Full amount of reservation** must be paid to Mundiconvenius until **March 31st**.
4. **Confirmation** letter will be sent by fax or E-mail.
5. Name **changes** and other **alterations** will be accepted until the end of March 2004. After this date changes will be treated as new request. An administrative fee of EUR 25,00 will be charged for each change.
6. **Deadline for room reservations** is March 2004. Thereafter, all requests will be handled upon availability.
7. **Cancellations** must be made in writing to Mundiconvenius and will be accepted until the end of March 2004. Until that date the amount paid will be refunded less a processing fee of EURO 75.00. **After March 31st**, should Mundiconvenius resell the room/nights, the amount paid will be refunded (less processing fee of EURO 75.00).
8. **"No Shows"** will not be subject to any refund.

TOUR BOOKING / PAYMENT CONDITIONS:

1. Registrations will be processed on a strict first-come first-served basis.
2. Reservation deadline: full amount tour booking must be made by March 15th.
3. The full amount for tours must be paid to Mundiconvenius upon submission of the booking form.
4. A minimum of 20 participants is required to confirm excursions.
5. Mundiconvenius reserves the right to cancel tours if the minimum is not reached; in such a case the full advance payment will be refunded.
6. All tours are subject to availability.
7. Registrations on-site may only be accepted to the maximum capacity of the bus.
8. Changes: must be made in writing to Mundiconvenius by March 15th.
9. Cancellations: must be made in writing to Mundiconvenius. For cancellations before March 15th, the amount paid will be refunded.
Cancellations after March 15th are non refundable.
All refunds will be processed after the congress. No-shows cannot be refunded.
10. Mundiconvenius as a local agent cannot be held responsible for any loss, injury or damage to any person or property whatever the cause may be. The liability of persons and enterprises providing means of transportation or other services remains unaffected. The customer takes part in all tours and trips at his own risk. It is strongly recommended to update your personal insurance.

METHODS OF PAYMENT

Payments must be made in EURO to Mundiconvenius, clearly indicating "ERA-EDTA 2004" by means of:

1) Bank-to-bank transfer to Banco Comercial Português, Estrada de Benfica, Lisbon / Portugal
IBAN: PT50 00 33 000 000 24 9898 191 05 Swift Code: BCOMPTPL

2) Bank cheque issued in the name of **Mundiconvenius**

3) Credit card: VISA (X): _____ or Master Card (X): _____ American Express (X): _____

Credit Card number: _____/_____/_____/_____

Safety Code (3 last digits near the signature): _____

Expiring date: _____/_____ (mm/aa)

Card holder (printed letters): _____

Card holder's signature: _____

All transfer charges, bank collection fees and financial charges are the responsibility of the participant.

I hereby confirm the above booking/cancellation/alteration conditions which I accept without restriction.

Date: _____ Name (printed letters): _____

Signature: _____

*Please complete and mail or fax to: MUNDICONVENIUS – Sociedade Congressos e Serviços Lda.
Rua do Embaixador, 13 – 2º 1300-215 Lisboa – Portugal
Tel. +351 213 649 498 Fax +351 213 649 523
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monica_freire@mundiconvenius.pt*