

**HOTEL RESERVATION FORM**  
**for media participants of the 20th Meeting of the OSCE Ministerial**  
**Council on 5-6 December 2013**

Please fill in the form (by block letters or print) for each participant and  
 e-mail the scanned version to: lyuda@sputnik.kiev.ua ,  
olga\_k@sputnik.kiev.ua  
 or fax it to: (+38 (044) 278-88-14) **UNTIL NOVEMBER 15, 2013**

**Name of the media company:**

\_\_\_\_\_

**Country:**\_\_\_\_\_

**E-Mail:**\_\_\_\_\_

**Name of the media participant:**

\_\_\_\_\_

**Room category (Single Standard or Single Deluxe)**

\_\_\_\_\_

**Check-in date/flight#:**

\_\_\_\_\_

**Check-out date/flight #:**

\_\_\_\_\_

**Number of nights:**\_\_\_\_\_

**Form of payment**\_\_\_\_\_

**Credit card (Visa or Master Card):**\_\_\_\_\_

**Bank transfer (bank fees are borne by the Customer)**

\_\_\_\_\_

**Amount of prepayment: the full amount for the whole period of stay**

**You can cancel the booking till 15 November 2013.**

**Cancellation request must be done in writing.**

**Written confirmation of cancellation will be sent from TC "Sputnik Kiev"**  
**In case of cancellation after 15 November 2013 the company has the right**  
**to apply penalties.**

**Signature**\_\_\_\_\_

**Date:** \_\_\_\_\_