



SOFITEL VICTORIA WARSAW



**APPLICATION FORM FOR THE GUESTS OF  
OFFICE FOR DEMOCRATIC INSTITUTIONS AND HUMAN RIGHTS OF THE ORGANISATION  
FOR SECURITY AND COOPERATION IN EUROPE (ODHIR OSCE)  
AT SOFITEL VICTORIA WARSAW, 24.09.2007- 6.10.2007**

**SPECIAL OFFER**

**Single Superior Room    135 EUR    Double/Twin Superior Room    155 EUR**

Above rates are in EURO for one room and one night. Rates exclude VAT (7%). Breakfast and the use of swimming pool, fitness centre and sauna are included in the room rate.

**Check in time: 2.00 p.m., check out time 12.00 a.m.**

**Superior Room: Dual line telephone with a possibility of fax or modem activation, internet, voice mail, safe, refrigerated minibar, Pay TV (choice of films on request), satellite TV, radio channels, self-adjusted air conditioning, bathroom with bathtub and shower, coffee & tea facilities.**

**Family Name** \_\_\_\_\_ **Name** \_\_\_\_\_

**e-mail** \_\_\_\_\_ **Telephonenumber/Fax** \_\_\_\_\_

**Dates of reservation:** from \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

**Type of room:**

**Single**  **Twin**

**smoking room**  **non-smoking room**

**Form of payment:**

**cash**

**credit card**

**name, number and expiry date of credit card:** \_\_\_\_\_

Any reserved room is held until 6 pm (hotel time) unless a guaranteed all night reservation is requested. To guarantee your room for arrival after 6 pm we need your credit card number, its expiry date and your approval of one night charge for NO SHOW if guaranteed reservation is not cancelled by 6 pm on the day of arrival.

**Please send back this application to Reservation Department of Sofitel Victoria Warsaw Hotel on fax number: +48 22 657 81 69 or e-mail: [rez.sof.victoria@orbis.pl](mailto:rez.sof.victoria@orbis.pl) till 5.09.2007. After this date reservations will be confirmed upon possibility of the hotel.**



## HOTEL INFORMATION

Located in the financial and commercial centre of the city, in the nearest vicinity of the Old Town and most famous architectural monuments the hotel overlooks the Saxon Gardens with the Tomb of Unknown Soldier and New Metropolitan building.

### **Transportation to/from Hotel**

- Distance from the international airport *Okęcie* - 15 km.
- Distance from the railway station *Warszawa Centralna* - 3km.
- Transfer by car or limousine on request.

### **General information**

- 24-hour Front Desk.
- Professional Concierge (theatre and opera tickets, tourist information, railway tickets, car rental and other services)
- Polish Airlines LOT
- News stand, souvenir shop
- Casino

### **Guest room facilities**

- Dual line telephone with a possibility of fax or modem activation, internet, voice mail, safe, refrigerated minibar, coffee & tea facilities, Pay TV (choice of films on request), satellite TV, radio channels, self-adjusted air condition, bathrooms with bathtub and shower.
- tea/coffee-making facilities
- De luxe rooms equipped with a trouser press and panoramic view.
- Executive rooms consist of two separate parts – bedroom and parlour fully provided with office accessories.

### **Restaurants and bars**

- **Canaletto** – speciality is original and aromatic Italian cuisine.
- **Green Bar** - drinks and delicious desserts

### **Fitness Centre**

- Swimming pool
- Sauna
- Solarium
- Massage
- Fitness equipment

### **Business Centre**

- Located in the front of Grand Ballroom
- Secretarial assistance
- Computers with text editors, laser printers, photocopying
- Internet communication, fax machine

**NOVOTEL WARSZAWA CENTRUM BOOKING FORM**

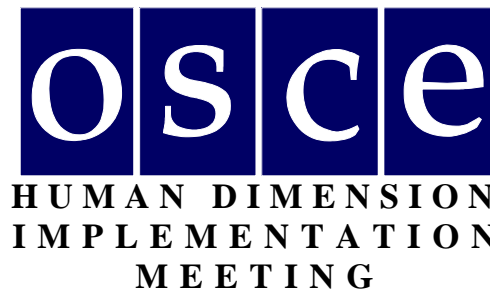
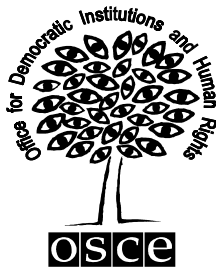
***HUMAN DIMENSION IMPLEMENTATION MEETING***

*Warsaw, 24.09 – 5.10.2007*

**!SPECIAL OFFER!**

**Make reservation by 06.09.20067 to get special rates.**

Please complete this form and send back to Novotel Centrum Reservation Department  
Reservation Department: fax: +48 22 596 01 22, e-mail: rez.nov.warszawa@orbis.pl



Name:.....

Business Address:.....

TEL: ..... FAX: .....

E-mail:.....

Arrival Date: ..... Departure Date: .....

Type of room /please mark/ : single  double

superior single  superior double

junior suite  executive suit

Please be advised that reservation has to be guaranteed. Filling of below form is obligatory. Please be aware that you card will be charge for first night of your reservation in case of no-show /not appearing in the on arrival date/. This reservation might be cancelled without any charges one day before arrival.

Credit card:..... Validity date:.....

Credit card number:.....

*Please guarantee above reservation with my credit card. I acknowledge above terms of reservation.*

.....  
(signature of credit card owner)

**QUESTIONS CONCERNING HOTEL SHOULD BE FORWARDED TO** (please mark conference name):

**Novotel Warszawa Centrum**, Address: 00-510 Warszawa, ul. Marszałkowska 94/98, Poland

Contact: tel.: +48 22 596 01 20, fax: +48 22 596 01 22, e-mail: [rez.nov.warszawa@orbis.pl](mailto:rez.nov.warszawa@orbis.pl)

**Special accommodation rates:**

**single room 99 EUR\***  
**double room 114 EUR\***  
**single superior room 127 EUR\***  
**double superior room 142 EUR\***  
**junior suite 170 EUR\***  
**executive suite 190 EUR\***

**!SPECIAL OFFER!**

To get below rates, please make a reservation (by filling and sending this form to the hotel) by 6.09.2007. From 7.09.2007 below offer will not be valid any longer.

**single room 87 EUR\***  
**double room 102 EUR\***  
**superior single room 115 EUR\***  
**superior double room 130 EUR\***  
**junior suite 190 EUR\***  
**executive suite 220 EUR\***

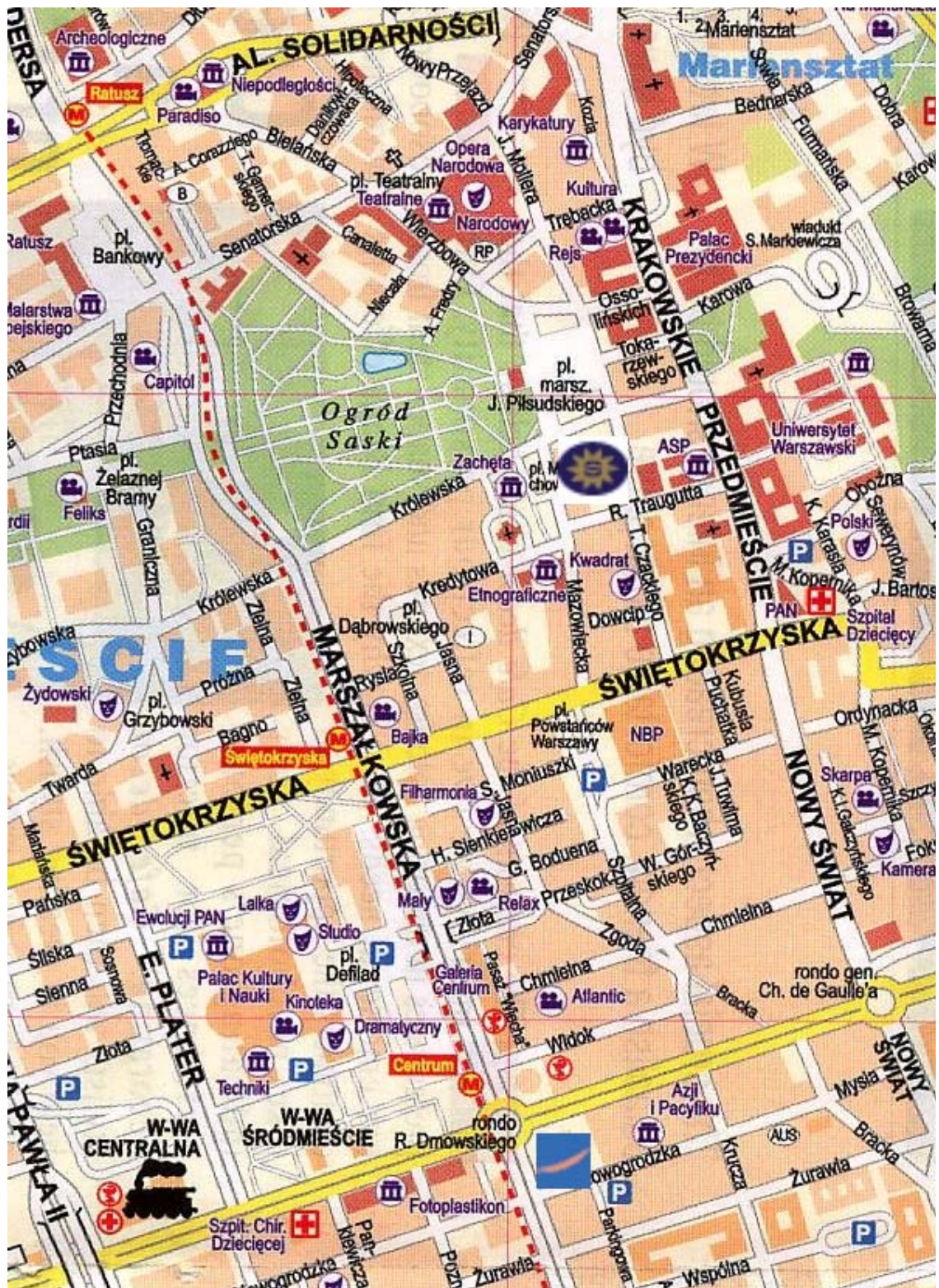
Rates apply to one room/night, are inclusive of buffet breakfast, internet access in room by LAN network (by WiFi in superior rooms), access to the hotel Wellness Center and VAT tax. Rates include also **transfer from the Novotel Warszawa Centrum to the Sofitel Victoria (venue of the meeting)**.



Novotel Warszawa Centrum is located 2km from seminar venue. For more information, please find below map.

**Date:** .....

**Signature:**.....

MAP



-  - Novotel Warszawa Centrum, ul. Marszałkowska 94/98 00-510 Warszawa
-  - Sofitel Victoria (venue of the conference), ul. Królewska 11 00-065 Warszawa