



OSCE Belgium - 4 & 5 December 2006 PRESS HOTEL BOOKING FORM

Please complete the form and **FAX** it back before 8 November to
MCI at +32-2-743 1584



MEDIA DELEGATE INFORMATION (Please write clearly and only in capital letters)

Media Organisation :

Contact Person:

Title: Mr. / Mrs. / Ms.

Last Name: First Name:

Function:

Mailing Address:

Post Code: City: Country:

Phone: +..... Fax: +..... E-mail:

PAYMENT INFORMATION AND POLICY

Credit Card information is required to guarantee your reservation. No transactions will be made against this card number except in the case of a no show or late cancellation. If credit card details are not supplied, your reservation will not be processed and therefore will not be confirmed. Full payment must be made directly with the hotel prior to the event in the case of a group payment or at the departure time for individuals.

Please select the type of credit card you will be using to guarantee your reservation:

Visa MasterCard American Express

Credit Card Number: _____ Expiry Date: _____

Name of Cardholder: _____

Cardholder's Signature: _____

Your hotel request will be confirmed within 2 working days. Rooms are assigned on a first-come, first-served and according to availability. In case the requested hotel is fully booked, the organisers reserve the right to book the best possible alternative accommodation.

It is important that you do NOT contact the hotel directly if you wish to receive the special conference hotel rates. Reservation requests made directly with the hotel will not receive the above discounted rates.

All room blocks will be released on **8 November**. Reservations received after this date cannot be guaranteed and will be offered upon availability only. We therefore advise you to book early to avoid disappointment.

Reservation changes and/or cancellations must be made in writing and sent by e-mail to isabelle.deniaud@mci-group.com before 8 November.

Group Cancellations may be made before 8 November. The hotel reserves the right to charge you for one night's room charge if cancellations are received after 8 November. Should only one or two persons in the group cancel, the individual cancellation policy below may apply.

Individual Cancellation may be made up to 72 hours prior to arrival without cancellation penalties. After 72 hours and until the arrival date, the hotels reserve the right to charge you for one night's room charge or the entire stay according to their cancellation policies.

No show may be charged for the entire stay.

HOTEL RESERVATION

	Rate		Arrival Date	Departure date
	SINGLE(*)	DOUBLE (*)		
Hilton City Center ****	<input type="checkbox"/> € 159.50	<input type="checkbox"/> € 189/...../2006/...../2006
Novotel Tour Noire ***	<input type="checkbox"/> € 145	<input type="checkbox"/> € 160/...../2006/...../2006
IBIS Grand Place ***	<input type="checkbox"/> € 139	<input type="checkbox"/> € 149/...../2006/...../2006
IBIS St Catherine ***	<input type="checkbox"/> € 105	<input type="checkbox"/> € 115/...../2006/...../2006
IBIS Brussels Expo ***	<input type="checkbox"/> € 91	<input type="checkbox"/> € 101/...../2006/...../2006

(*) All rates include buffet breakfast and taxes.

Hotel 1st Choice Hotel second choice.....

I plan to share my room with: First Name Last Name