

ICA GENERAL ASSEMBLY HOTEL BOOKING FORM

Please PRINT in BLOCK LETTERS and Fax, Email or Post (airmail) to:

KUONI | Destination
Management

Geneva Business Center
Av, des Morgines 12
CH-1213 Petit Lancy, Switzerland
Tel. + 41 22 908 18 55
Fax + 41 22 908 18 35
E-mail: congress.gva@ch.kuoni.com

IDENTIFICATION

Please complete this section accurately. The information you provide will allow us to correspond with you efficiently.

Participant (Please TYPE or PRINT IN BLOCK LETTERS)

Family Name _____ Title Prof. Dr. Mr. Mrs. Ms.

First Name _____

Postal Address

Organisation _____

Address _____

City _____ Zip/Postal code _____

Country _____

Telephone (office hours): Country code/city code/number _____

Fax: Country code/city code/number _____

E-Mail Address _____

Exchange rate 1.50 CHF for 1 Euro for your information only. **payments are requested in CHF** and are subject to the exchange rate of the day

ACCOMMODATION IN GENEVA HOTELS

Kuoni Travel Ltd. is the official travel agent for ICA General Assembly, and will be offering special reduced rates for Accommodation.

We strongly advise all participants to reserve their hotel accommodation as soon as possible.

Type of room required: Single Double* Twin beds *: _____

First Choice Hotel _____ Second Choice Hotel _____

Day-Month-Year
Check-in Date

Day-Month-Year
Check-out Date

Total night/s

* I will share my accommodation with

For block bookings (10 rooms and above) companies are requested to send their request by fax or Email to Kuoni Travel Ltd. Different payment and cancellation policies will apply.

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CONDITIONS AND CANCELLATION POLICY

Reservation will only be confirmed if the credit card details are fully supplied; prepayment of your reservation is requested either by bank transfer or credit card.

IMPORTANT: a deposit covering the first night of your stay is required.
Please indicate the participant's name and "ICA 2009" on ALL payments.

All cancellations and modifications must be sent to Kuoni Travel Ltd. Geneva in writing (fax, letter or email) at any stage prior to or during the event.

Up to 45 days prior to arrival – full refund less bank charges
Less than 45 days prior to arrival – 1 night hotel accommodation will be charged
Less than 30 days prior to arrival – 2 nights hotel accommodation will be charged
Less than 15 days prior to arrival – no refund.

In the event of non-arrival / no show, the hotel will automatically release the reservation, and all payments will be non-refundable.
Full reservation stay will be charged after the first day of no-show.

Early Departure Fee: Guests will be charged in full for checking out prior to the departure date confirmed.

All refunds will be processed after ICA General Assembly 2009 and will be paid in CHF.

PERSONAL INSURANCE

We recommend that all participants take out a personal travel and health insurance for their trip.

PAYMENT

All rates mentioned in Euros in each section (registration, accommodation, excursions) are subject to change according to currency exchange fluctuation. All payments have to be made in CHF.

Please indicate the amount (in CHF) enclosed and preferred mode of payment. Ensure that you send your fully completed booking form together with your payment:

Deposit of 2 nights for Hotel Accommodation CHF _____

Option 1: Credit Card –

Visa MasterCard Amex Diners

Number _____

Expiry Date (month/year) _____

Name as shown on card:

Signature: _____ Date: _____

Option 2: Bank Transfer –

With your name and address indicated. If payment is made for more than one person or by a company please make sure all names are indicated. Please forward bank transfer to:

Kuoni Travel Ltd.
Crédit Suisse
1211 Geneva 70
Account No: 4251-380510-71
IBAN: CH32 0483 5038 0510 7100 0
Clearing: 4835
SWIFT: CRESCHZZ 12A
Ref: ICA 2009

VISA – LETTER OF INVITATION

An invitation letter can be provided following payment of the two nights deposit. Please check the box if a letter is required.

Yes, I need an invitation letter –

Date: _____

Signature _____