



Recinto Pueblo Español, Oficina nº 5
07014 Palma de Mallorca - Baleares
☎ +34 - 971 - 22.10.04

E-mail: esperanza@diplomatic-services.com

CDVE 2013
The 10th International Conference
on Cooperative Design, Visualization & Engineering
22-25 September 2013
MALLORCA

HOTEL RESERVATION FORM

Please fill in the FORM below & fax it to **DIPLOMATIC SERVICES** at **+34 971 73 85 12**, or send it after scanning the filled document to esperanza@diplomatic-services.com before **June 10th, 2013**

If you are providing credit card details, we recommend you to send the filled FORM by **FAX**

You will then receive confirmation of your Hotel reservation, either by fax or e-mail

Name and Surname: _____

Organization / Institution: _____

Address: _____

City: _____ State/Province: _____ Postal code: _____ Country: _____

Fax: _____ Phone: _____ E-mail: _____

(Please write clearly)

Sharing room with: _____
(Name and Surname)

Participant Non Participant = (Accompanying person)

If the sharing person requires a separate invoice for his/her accommodation, please send us a separate FORM

Hotel CLUB POLLENTIA RESORT
Hotel address: Carretera de Alcudia - Pto. Pollensa, Km. 2
07 400 ALCUDIA - (MALLORCA)
Telephone Nr. + 34 971 54 69 96

All reservations will be confirmed in strict order of receipt of this FORM

Type of room to be reserved:

Category MARIS Twin room Twin room for single use
Category VILLAGE (2 pers.) (1 pers.)

Rates per NIGHT & ROOM categories MARIS or VILLAGE, VAT included
Basis = HALF BOARD (Buffet breakfast & dinner without drinks)

> Twin room (occupied by 2 pers.)
> Twin room for single use (occupied by 1 pers.)

Category MARIS	Category VILLAGE
106 Euros	128 Euros
63 Euros	76 Euros

Arrival DATE

Arr. FLIGHT

Arrival TIME

Depart. DATE

Depart. FLIGHT

Depart. TIME

Total NIGHTS : _____

PLEASE NOTE :

For additional nights Pre - Post Meeting, same rates as above will be applied (depending on availability).
In case you wish to reserve your accommodation with a different basis, please contact us and we will quote accordingly
If you come with your children, please inform of their age and we will quote the suggested type of room you would need
The EXTRAS are to be settle directly by you with the Hotel on departure day

PROFORMA - INVOICE (according to the category of room reserved - See above)

Twin Room, on HALF BOARD basis (drinks not included), category ...	€ __ nights =	€
Twin Room for single use, on HALF BOARD basis (drinks not includ.), category ...	€ __ nights =	€
Total amount to be settled prior to your arrival (*)		€

Method of Payment:

1) By CREDIT CARD:

VISA

MASTER CARD

(Please note, we ONLY accept the above mentioned Credit Cards)

Card Number: _____ / _____ / _____ / _____

(Please make sure that there are 16 digits)

Expire date: _____ / _____

Month / Year

Card Holder Name:

Signature:

(*) The total amount will be charged to the Credit Card, any date as from 12th September 2013

2) By BANK TRANSFER:

Should you wish the payment to be made by Bank Transfer, you can do it by sending it FREE OF CHARGES TO US, before 10th September 2013, to :

LA CAIXA

Calle Fray Junipero Sera, 18

07014 Palma de Mallorca

Account N°: 2100 - 0551 - 59 - 0200276723

IBAN: ES25 2100 0551 5902 0027 6723

SWIFT: CAIXES BB 652

VIAJES DIPLOMATIC, S.L.

If you choose to settle your Hotel-accommodation by bank transfer:

- Please indicate clearly on the transfer the name(s) of the participant(s) that are being paid for.
- Make sure we will receive the total amount, free of any bank charges for Diplomatic Services, otherwise you will have to pay Diplomatic Services for any bank charges discounted from the bank transfer sent.
- You should use IBAN number if you are in Europe
- Please send copy of the bank transfer to:
DIPLOMATIC SERVICES on fax number +34 971 73 85 12 together with this Form or scanned by e-mail to :
esperanza@diplomatic-services.com

PLEASE NOTE:

All cancellations must be in writing & the best conditions will be negotiated with the Hotel
Hotel cancellation fee will be applied to all cancellations received as from 14th September 2013

(Mandatory) = INVOICE (S)

When sending this FORM, please provide us with the following information details by e-mail :

a) I need an invoice in MY NAME (PERSONAL INVOICE)

- Surname & Name
- Home Address
- NIE or ID. card number

or

b) I need an INVOICE FOR MY ORGANIZATION / INSTITUTION, made out to:

- Full Address of the Company / Organization (including zip/code number)
- VAT number of the Company (Tax number)

The invoice / s, together with your credit card charge (if applies) will be given to you in hand at the Meeting Venue

If you wish to RENT A CAR at Palma Airport, we recommend to contact & reserve with FORMENTOR RENT A CAR, where we have arranged special tariffs for the CDVE 2013. You can check tariffs & conditions on their web page ;
www.rentacarformentor.com, indicating "DIPLOMATIC" on the **Comment section** or sending your request to the booking department To the att of ANTONIA : reservas@rentacarformentor.com, indicating always the ref. DIPLOMATIC

DATE : _____

SIGNATURE : _____