



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

E-mail: esperanza@diplomatic-services.com

CDVE 2015
The 12th International Conference
on Cooperative Design, Visualization & Engineering
20-23 September 2015
MALLORCA

HOTEL RESERVATION FORM

Please fill in the FORM below and send it scanned to : esperanza@diplomatic-services.com, with copy to reg2015@cdve.org, before June 19th, 2015 to guarantee your booking & the rates quoted below
You will then receive confirmation of your Hotel reservation by e-mail

Name and Surname: _____
 Organization / Institution: _____
 Address: _____
 City: _____ State/Province: _____ Postal code: _____ Country: _____
 Phone : _____ Mobile : _____ 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 = ALL INCLUDED

Category MARIS	Category VILLAGE
182,00 Euros	195,50 Euros
107,00 Euros	116,00 Euros

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

Arrival DATE	<input type="text"/>	Depart. DATE	<input type="text"/>	Total NIGHTS :	<input type="text"/>
Arr. FLIGHT	<input type="text"/>	Depart. FLIGHT	<input type="text"/>		
Arrival TIME	<input type="text"/>	Depart. TIME	<input type="text"/>		

PLEASE NOTE :
 The standard room (category MARIS) can be reserved ONLY for ADULTS
 If you come with your children please inform of their age and we will quote the suggested type of room you would need
 For additional nights Pre - Post Meeting, same rates as above will be applied (depending on availability).
 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 ALL INCLUSIVE basis (PARTICIPANT rate), category	€ __ nights =	<input type="text"/>	€
Twin Room for single use, on ALL INCLUSIVE basis, category	€ __ nights =	<input type="text"/>	€

IMPORTANT : All reservations made through (DIPLOMATIC SERVICES) will be granted by the CDVE 2015 Organization with a discount of 27 Euros per person & night, to be applied ONLY to the participants whom have been registered and during the three nights of the conference : 20th/ 21st + 21st to 22nd + 22nd to 23rd September 2015

DEDUCTION to be applied according to the above
 (maximum 3 nights if you stay during the whole Conference) 27 Euros x __ 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 9th September 2015

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 9th September 2015, 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, 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****ONE NIGHT Hotel cancellation fee will be applied to all cancellations received as from 13th September 2015****Cancellations on the same day of the arrival or NO SHOW : 100% of the total reservation will be charged****(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 2015. 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 : _____