

MEETING & HOTEL RESERVATION and CANCELLATION POLICY

Dead line for accommodation booking: September, 30th 2007

INFORMATION ABOUT THE ACCOMMODATION (minimum 2 nights)

	Hotel 4 *	Other Hotels 4 *	Hotels 3 *	Hotels 2 *	Residence extra hotel
	Within the city walls: -Grand Hotel -Htl Accademia	Within the city walls: -Htl Colomba d'Oro -Htl Firenze -Htl Giberti	Within the city walls: -Htl Europa -Htl Mastino -Htl Bologna -Htl Verona -Htl Antica Porta Leona	Within the city walls: - Htl Trento	Outside the city walls (on request) Monsignor Carraro
Price per double single use room per night (1 person)	€ 132,00	€ 120,00	€ 110,00	€ 60,00	€ 42,00 single room
Price per double room per night (2 people)	€ 152,00	€ 146,00	€ 122,00	€ 70,00	€ 62,00
Price per Triple room per night (3 people)					€ 75,00

Note: These prices shown are per standard rooms per night in b/b basis, Vat included; we accept reservation only for a minimum of two nights; the reservation will be considered valid depending on the hotels' availability following the booking confirmation order. To choose the category of the hotels available open the pdf.file "hotel details" on the 1st page of the registration form.

HOTEL ACCOMMODATION INCLUDES:

- Hotel Accommodation in b/b basis for the chosen hotel (Hotel 2 /3/ 4 stars - in Verona – Italy). Parking is not included and should be managed directly by the participant with the hotel staff.
- Agency fee for managing the reservation (includes e-mail confirmation and voucher for the participant)
- VAT and Taxes

HOTEL ACCOMMODATION PROCEDURES:

- Dead line for the accommodation booking: September, 30th 2007
- The reservation will be considered valid only when the Organizing Secretariat receives the booking confirmation; the Organizing Secretariat will allot the hotel on based of:
 - hotel category chosen
 - hotel availability on based of the booking confirmation order
 The participant will know the name of the hotel allotted only when he/she receives the confirmation with the voucher from the Organizing Secretariat about two weeks before the meeting starts.
- Parking reservation and payment will be managed directly by the participant with the hotel staff.
- All the booking reservations will be made obligatorily with the Meeting Organizing Secretariat at Renbel Travel Group Via Campostrini n°48 – 37020 Pedemonte di San Pietro in Cariano – Verona – Italy; Invoiced by Renbel Travel Srl - Ph. 0039_045_7701150 – Fax. 0039_045_6838454 – e-mail: platinum@renbelgroup.it
- Web site for more information: www.ispcc2007.org

RESERVATION & CANCELLATION POLICY

RESERVATION POLICY

- Reservation will be accepted only with a valid credit card (Visa/Eurocard - Mastercard) or bank transfer; in the latter case, please fax a copy of the bank transfer receipt to 0039 045 6838454 pls write the following object :
"ISPCC 2007– name & surname";
- All credit cards will be charged for the amount due at the time of reservation confirmation; the Organizing Secretariat will send the invoice (invoiced by Renbel Travel Srl) by fax or e-mail;
- The reservation should be considered confirmed only when the participant receives the booking confirmation (with the name of the hotel allotted) from the Organizing Secretariat by e-mail or fax;
- Reservations and changes are subject to hotel availability;
- Renbel Travel Group forwards the reservations on based of the booking confirmation order;
- All the reservations require payment at the time of booking;
- Registrations by phone will not be accepted;
- € 30,00 will be charged for any change as rebooking fee; any change must be communicated to Renbel Travel Group by fax or e-mail.

HOTEL CANCELLATION POLICY

- Any cancellation must be made through Renbel Travel Group by fax or by e-mail;
- Any change or cancellation by phone will not be accepted;
- For all the HOTEL cancellations made:
 - **by 15th October 2007**: 100% of the total amount of all the services requested will be refunded except € 30,00 as administrative expenses and except bank expenses
 - **from 16th to 30th October 2007**: 90% of the total amount of the accommodation cost requested will be refunded except € 30,00 as administrative expenses and except of bank expenses;
 - **from October, 31st 2007**: no refund will be done.

MEETING CANCELLATION POLICY

- Any cancellation must be made through Renbel Travel Group by fax or by e-mail;
- Any change or cancellation by phone will not be accepted;
- All the meeting cancellations (only for serious and justifiable reasons) follow this cancellation policy:
 - for cancellations made **by November, 15th 2007**, 100% of the total amount of all the services requested will be refunded except € 30,00 as administrative expenses and except bank expenses;
 - for cancellations received **from November, 16th 2007**, 80% of the total amount of all the services requested will be refunded except bank expenses.