EUROPACE 2009
Berlin, Germany, 21 – 24 June 2009

Accommodation & Tours Booking Form

K.I.T. Association & Conference Management Group

EUROPEAN Heart Rhythm ASSOCIATION
A Registered Branch of the ESC

Personal Details

Please complete in BLOCK CAPITALS

and return by mail or fax to:

K.I.T. Group
Kurfürstendamm 71
10709 Berlin
Germany

Fax:
+49 30 246 03 200

☐ Mr ☐ Mrs ☐ Ms ☐ Prof ☐ Dr

Family Name: _____ First Name: _____

Company / Institution: _____

Street / P.O. Box: _____

Postal Code: _____ City: _____ Country: _____

Telephone (Country Code): _____ City Code: _____ Number: _____

Fax (Country Code): _____ City Code: _____ Number: _____

E-mail: _____

Hotel Booking

Reservations are subject to availability and will be allocated on a "first come, first served basis"; availability of rooms in each category is limited.

Name of persons sharing rooms must be indicated.

First choice hotel: _____

Second choice hotel: _____

Third choice hotel: _____

Name of Accompanying Person(s): _____

Arrival: _____/_____ 2009 (dd / mm) Departure: _____/_____ 2009 (dd / mm) # Nights: _____

☐ Single Room ☐ Double Room ☐ Twin Room ☐ Double Room for Single Use

☐ Non-smoking ☐ Late arrival after 18:00

Remark(s): _____

☐ No hotel accommodation is required

Tours

	Tour	Date	Time	Hrs	Rate	N° Persons	Total
Half Day							
Tour 1	Berlin during the time of the Wall	Mon, 22 Jun	09:00	4	34 EUR		
Tour 2	Berlin Orientation	Mon, 22 Jun	14:30	3	24 EUR		
Tour 3	Berlin Orientation	Wed, 24 Jun	13:00	3	24 EUR		

Total Amount Due: _____ EUR

Association & Conference Management Group

Family Name: _____

Credit Card Details

☐ Please accept my credit card as payment for the hotel reservation and / or tour booking:

☐ VISA ☐ Euro/Mastercard ☐ Diners Club ☐ American Express

Card #: __ /__ /__ /__ /__ /__ /__ /__ /__ /__ /__ / __ / __ / __ / __ /__ / Expiry date: __ __ /__ __

Name of Card Holder: _____

CVC (card validation code): __ / __ / __ / __
(reverse side of the card in the signature field, last 3 digits / American Express: front side, 4 digits over end of card no.)

General Terms & Conditions

Accommodation Booking Terms
Confirmation of the hotel booking will be sent out upon receipt of the accommodation request and full credit card details. K.I.T. Group will charge the credit card on 15 May 2009 with the entire amount due and send out an accommodation invoice. Alternatively a bank transfer for the entire amount (free of bank fees) can be made by this date. From 15 May 2009 only payment made by credit card will be accepted. Should K.I.T. Group not receive the payment on time or not be able to debit the provided credit card on 15 May 2009, the hotel reservation will be cancelled in accordance with the cancellation conditions.
K.I.T. Group reserves the right to book another hotel category if the requested accommodation is fully booked.
For a reduction in the length of stay or in the case of a no-show, no refunds will be made. The entire number of nights booked and confirmed by K.I.T. Group will be charged. No-shows will be released automatically by the hotel at 9:00 am on the following day and accommodation will not be refunded.

Accommodation Changes and Cancellations
All changes and cancellations must be sent in writing to K.I.T. Group. Please note that hotels will not accept any changes or cancellations directly.
K.I.T. Group will charge a processing fee of 50 EUR for cancellations received **before 15 February 2009.**
For cancellations received between 15 February and 15 May 2009, one full night's accommodation cost will be charged by K.I.T. Group.
For cancellations after 15 May 2009, no refunds will be possible, and K.I.T Group reserves the right to charge the full confirmed stay, if the hotel room cannot be resold.

Tours – Terms & Conditions
The tours are based on a minimum number of 20 participants.
All quoted prices include 19% VAT, if the German VAT should increase, prices are subject to change.
The provided credit card will be debited with the full amount upon receipt of the concert and tour booking. K.I.T. Group will issue an invoice for the booking. The booking is only confirmed after the receipt of full payment.
All tours depart from and return to ICC Berlin. Should the minimum participant number of 20 not be reached, K.I.T. Group reserves the right to cancel or modify the tour. Bookings for tours are not refundable, unless the tour must cancelled by K.I.T. Group.

In the eventuality that the EUROPACE Congress cannot be held or will have to be changed due to events beyond the control of K.I.T. Group (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of K.I.T. Group, K.I.T. Group cannot be held liable by participants for any damages or costs or loss incurred, such as transportation costs, hotel or accommodation costs, financial loss etc. Under these circumstances, K.I.T. Group reserves the right to hold participant payments for covering costs incurred which could not be recuperated from third parties. The attendee hereby approves the planned processing of her/his personal data, as described in the general terms and conditions of tours.

I have read and accept the General Conditions:

Place, Date : _____ Signature : _____

Group Reservations (10 rooms minimum per night) will be handled by separate contracts & separate regulations. Please contact K.I.T. Group directly for further information at Europace2009hotels@KIT-group.org