

ESC HOTEL POLICY

Re: *ESC Congress 2008*
30 August – 3 September – Munich, Germany

ESC has developed in close co-operation with the industry this hotel policy.

Group requests for the ESC Congress 2008 will be dealt with as follows:

- 1) Companies will be dealt with following the Accrued Point System List, which represents the points gained from active participation of companies over the last 4 years. The assignment will start October/November 2007 for companies with the highest points and December 2007 for all other companies that have requested rooms.

Companies can either submit a request for rooms themselves or have a travel agent represent them. In the latter case, a travel agent needs a written confirmation from the company it represents, stating that it is acting on behalf of this company and that it is the only agent to do so, as well as confirming the number of rooms requested.

- 2) ESC has blocked a limited number of rooms and will try to support those companies that have not managed to find suitable accommodation on the free market.
- 3) ESC does not guarantee that requests for rooms can always be fulfilled in quantity or quality.
- 4) ESC strongly recommends companies to try and secure hotel rooms on the "free market" and not to just rely on ESC for obtaining rooms.

ESC HOTEL DEPARTMENT