



## ACCOMMODATION FORM

**World Congress on Osteoporosis, Osteoarthritis and Musculoskeletal Diseases**

**PARTICIPANT** (Please use CAPITAL letters)

**INVOICE** (to be filled in case data are different from the ones indicated nearby)

Family Name \_\_\_\_\_

Company Name \_\_\_\_\_

First Name \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ City \_\_\_\_\_

Postal Code \_\_\_\_\_ City \_\_\_\_\_

Country \_\_\_\_\_

Country \_\_\_\_\_

Tel. \_\_\_\_\_

Tel. \_\_\_\_\_

Fax \_\_\_\_\_

Fax \_\_\_\_\_

Tax identification/VAT number \_\_\_\_\_

Tax identification/VAT number \_\_\_\_\_

E-mail \_\_\_\_\_

**Please book no** \_\_\_\_ :

\_\_\_\_ single use room

\_\_\_\_ double room

Arrival date \_\_\_\_\_ Departure date \_\_\_\_\_ Total n. of nights \_\_\_\_\_ Hotel Category \_\_\_\_\_

Hotel – First choice \_\_\_\_\_

Hotel – Second choice \_\_\_\_\_

Accommodation rates per room and night include: accommodation, breakfast and VAT. All extra expenses such as mini bar, telephone, etc. must be paid directly to the hotel when checking out.

Please take into account that hotels will be confirmed on a first-come first-served basis. We recommend booking your rooms at your earliest convenience.

After the 1<sup>st</sup> March 2018 availability of rooms cannot be guaranteed.

- Available Dates: arrival on April 18<sup>th</sup> and departure on April 22<sup>nd</sup> 2018. For different dates, please contact the Technical Secretariat (Jordan Congress Bureau) to check availability: [hotel-wco-iof-esceo@jordan.pl](mailto:hotel-wco-iof-esceo@jordan.pl)
- Check in: from 03.00 p.m. Check out before 10.00 a.m. However, it might be vary depending on the hotel ( see [HOTEL DESCRIPTION](#) )

### General cancellations and refunds of the accommodation ( individuals):

· All changes or cancellations of the hotel reservation must be notified in writing to Jordan Congress Bureau by the mail at: [hotel-wco-iof-esceo@jordan.pl](mailto:hotel-wco-iof-esceo@jordan.pl) Please do not contact the hotel directly as they will accept no direct changes.

#### Cancellation fees will be as follows:

- If your hotel reservation is cancelled before February 1st, 2018, the payment will be refunded except the first night.
- If your reservation is cancelled after February 1<sup>st</sup>, 2018, or if you arrive later or leave earlier then the dates indicated on your reservation form, the total accommodation amount will be charged and invoiced.
- Refunds will only be made after the congress if the room is resold by Jordan Congress Bureau.
- No show will have the 100% of the reservation as cancellation costs.

**Please note that conditions may vary depending on the hotel.** More information you will find on hotel booking website in „Payment, bookmark ( Payment terms and conditions ).

By making this reservation, you confirm that you are not entitled to a claim against JORDAN Congress Bureau if booking hotels at WCO- IOF-ESCEO 2018 Congress will be impeded or prevented by:

- unexpected political or economic events;
- Force majeure;
- change of the congress program or cancellation of the congress made by Sinklar Conference Management - organizer of the congress.

In that case JORDAN Congress Bureau will not be required to reimburse the booking payments.

#### Conditions of Payment:

- All payments must be made in Euros payable to “WCO-IOF-ESCEO18” c/o Jordan Congress Bureau
- No confirmation will be sent until Jordan Congress Bureau has received the full payment.

I authorize to use the following credit card to charge the total amount foreseen including reservation fee (Euro \_\_\_\_\_):

Visa    MasterCard    Maestro    JCB    Diners Club    Union Pay

Card no.: \_\_\_\_\_ Security code/CVC2\* \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Cardholder's Name: \_\_\_\_\_

Company name if corporate card: \_\_\_\_\_

Home/Company Address \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

\*Security code/CVC2: last three figures appearing on the back of the card, in the signature space

***I agree that in case of cancellation Jordan Congress Bureau may apply cancellation charges according to the cancellation policy stated on the conference website ( payment terms and conditions).***

***Please, send the Hotel Reservation Form and the payment confirmation to Jordan Congress Bureau by e-mail:***

Jordan Congress Bureau

[hotel-wco-iof-esceo@jordan.pl](mailto:hotel-wco-iof-esceo@jordan.pl)

Phone (+48 ) 12 341 46 40, 341-61-62

Fax: (+48) 12 341 61 63

I consent to having my personal data processed by the Conference Organisers for the purpose of registration and performance of all processes and tasks related to my participation in the conference. My personal data shall be administered by SINKLAR Conference Management B.V. , 1101CA, Amsterdam, The Netherlands . The organizer entrusts organization of the conference and personal data processing for conference participants to Jacek Legendziewicz Jordan Group registered at ul. Gęsia 8, 31-535 Kraków, Poland. You may choose not to give your personal data but they are required in order to participate in the conference. I have been also informed about the right to access, correct and change my personal data and that I can object to any future processing of the data at any time.