

**Hotel Reservation Form for the INSTICC-Institute for System and Technologies of Information's , Control and Communication  
Valid Period 2<sup>nd</sup> of May till 5<sup>th</sup> of May 2019**

Availability will be confirmed upon request only. For guaranteed reservations, you are kindly requested to complete this form with all details including your personal Credit Card number and send it back to the Hotel duly signed. In order to secure your booking, this form should be send to our hotel's reservation department, at the attention of Mrs. Panteri Iriini or Mrs. Veisaki Maria, by e-mail or fax:

❖ Email: [reservations@astoriacapsis.gr](mailto:reservations@astoriacapsis.gr) or [astoria@astoriacapsis.gr](mailto:astoria@astoriacapsis.gr) Fax number: +30 2810 229078

Participant's Name/Surname: .....

Accompanying person: ..... Address: .....

..... Postal code: ..... Country/City: .....

Phone: ..... Fax: ..... E-mail: .....

Arrival date..... Departure date: .....

**Type/number of room/rooms required:**

Single BB..... Double for single use BB..... Twin or Double BB.....

**SPECIAL RATES for the INSTICC-Institute for System and Technologies of Information's , Control and Communication workshop 2019:**

Type of rooms	Rates are per room, per overnight, are inclusive of Greek Buffet Breakfast, all local taxes and service charges
Single (1pax)	75,00€
Double for single use (1pax)	80,00€
Double twin (2 pax )	90,00 € (dbl or twin bed)

In addition, please be informed that a new tax/ occupancy fee is not included that is 3€/room/night . This amount will be paid by the guests, upon arrival.

**Payment policy:** one night accommodation fee should be charged in credit card details as quarantine of reservation ,upon final confirmation and rest payment should be paid upon arrival , all payments should be made by participant credit card.All extras should be collected directly from the clients

**Cancellation policy:** 3 days prior to arrival, whole stay may be cancelled with no penalty. In case of later cancellation of any kind (full or partial),1 night accommodation fee applies. In case of a non show 100% fee of the whole stay applies to your credit card.

**Credit Card Details:**

**Card Type:** ..... **Card Number:** .....

**Expiration date:** ..... /..... **Signature:** .....

**IMPORTANT NOTICE:** ABOVE SPECIAL RATES ARE AVAILABLE ONLY IF YOU USE THIS RESERVATION FORM AND SEND IT TO OUR HOTEL. BOOKINGS MADE INDIVIDUALLY THROUGH THE HOTEL'S ONLINE BOOKING SYSTEM, BOOKING.COM, EXPEDIA e.t.c. PROVIDE HIGHER RATES AND IF YOU BOOK YOUR ROOM THROUGH THESE, NO DISCOUNTS WILL BE POSSIBLE.