



COMPASS TOURS INCOMING

A Division of Dr. Kater Travel GmbH

33rd European Conference on Optical Communication 2007 Berlin, Germany September 16th – 20th, 2007

Accommodation Application

Please fill in CAPITAL LETTERS AND FAX ++49 30 204 40 22

Company: _____

Please Select: TPC member Exhibitor Delegate Visitor

Contact Person: _____

Address: _____

Zip: _____ City: _____

Country: _____

Tel.: _____ Fax.: _____

E-Mail: _____

I. ACCOMMODATION

I wish to reserve rooms in the following hotels (Please make your choice with 3 hotels in order of preference, and refer to the selected hotels on the enclosed list):

1st _____ 2nd _____ 3rd _____

Please fill in the below grid with the requested information:

	Surname Of the guest	First Name of the guest	Arrival date	Depart. Date	Nb. Nights	SG	TW	DB
1								
2								
3								
4								
5								

SG: Single **TW:** 2 single bed **DB:** One double bed Total number of rooms: _____

A confirmation will be sent when this form is received together with a 100% deposit to be calculated as follows:

Total amount: _____ € x _____ Number of nights x _____ Number of rooms = _____ €

- **NO reservation will be processed without deposit (see next page).**

II. CANCELLATION POLICY – ACCOMMODATION

- Any cancellation or modification must be in writing to Compass Tours Incoming.
- For any cancellation made before August 1st, 2007, the deposit paid will be refunded less 30 Euros hold for handling fees.
- For any cancellation made after August 1st, 2007, the deposit will not be refunded.
- Upon arrival, the hotel shall ask your credit card for print guarantee. In case of early departure or later arrival, the card would be charges of extras on site.
- No show: The total amount of nights reserved will be charged.

III. HOTELS SELECTED FOR ECOC (PLEASE SEE ATTACHED LIST)

All the prices show the room rate per night and include 19% VAT and breakfast buffet.
Any additional charges such as telephone, minibar , ... must be paid upon departure at hotel.

IV. PAYMENT AND DEPOSIT

Swift bank Before August 1st, 2007 to: Sparkasse Langsfeld

Sparkasse Langenfeld	Account Holder: Compass Tours Incoming	Account No: 13 04 35
WELA DE DD via WestLB Duesseldorf	Swift/BIC: WELA DE D1 LAF	IBAN DE06 3755 1780 1304 35

VISA, MASTERCARD AMERICAN EXPRESS

I herby authorise Compass Tours Incoming to charge my credit card Amount _____

Credit Card Holder _____

Credit Card No _____ Expiry date _____

3 digits on the back of your credit card (Key Code) _____

Signature _____

Please note: Credit card payments are subject to a 3 % surcharge of the total invoice amount.

A written confirmation will be send upon receipt of your booking form together with your payment. Full payment will be due to Compass Tours upon confirmation.

I CONFIRM THAT I HAVE READ, UNDERSTOOD AND AGREED THE ABOVE CONDITIONS

Signature: _____

Compass Tours Incoming is the official and exclusive agent appointed by the Organisers of ECOC 2007 and can assist you for any pre- or post conference travel arrangement.

BOOKING FORM to be fully completed and returned before August 1st, 2007 to

Compass Tours Incoming – A division of Dr. Kater Travel GmbH

Schicklerstr. 5-7, 10179 Berlin / Germany

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e-mail: berlin@kater-travel.de