Fill form and email it to [icc@viajestransvia.com](mailto:icc@viajestransvia.com) . If you are paying by credit card it is convenient that you send a zip encrypted file using as password 2019CHAPMAN (in caps).

**ACCOMMODATION RESERVATION FORM**

CONTACT DETAILS:

|  |  |
| --- | --- |
| **PERSONAL DATA** | |
| First name: | Last name: |
| ID card No. or Passport No: | Phone: |
| Email: | |
| University / Company: | |
| City: | Country: |

ACCOMMODATION OPTIONS:

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Rates are per room and night, breakfast included. In case a variation occurs on current IVA (tax), the final price will be adjusted to it.

|  |  |  |
| --- | --- | --- |
| Type of room: | Double  2 people | Single  1 person |
| Number of rooms: | Check in date: | Check out date: |
| Total Nights: | Rate per night: | Total amount: |
| Comments: | | |

METHOD OF PAYMENT:

All reservations with bank transfer as payment method must be paid maximum 3 days after the confirmation of the reservation. Otherwise, the reservation will be cancelled automatically. Please include as transfer reference: **Chapman 2019 + Full Name,** and send the proof of payment by mail to [icc@viajestransvia.com](mailto:icc@viajestransvia.com).

|  |  |
| --- | --- |
|  | Bank transfer |

To VIAJES TRANSVIA to the bank account: ES26 30582100172720102492 swift: CCRIES2A.

In order to confirm the reservation, please send us the bank transfer confirmation by email, together with this form filled in.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Credit Card |  |  | |
| Type of credit card:  MASTERCARD  AMERICAN EXPRESS  VISA | | | | | | |
| Credit Card Holder: | | | | | Credit card No: | |
| Expiration date: | | | | | CVV:       (Security Code) | |

INFORMATION REQUESTED FOR INVOICE:

|  |  |
| --- | --- |
| **INVOICE DATA** | |
| University / Company: | VAT Number: |
| Contact Person: | Phone: |
| Fiscal Address: | Zip Code: |
| City: | Country: |
| Email: | |

CANCELATION POLICY:

All accommodation cancellations must be sent in writing to TRANSVIA CONGRESOS by e-mail to [icc@viajestransvia.com](mailto:icc@viajestransvia.com). Cancellations will not be considered effective until you get acknowledgement of receipt from the agency.

Minimum stay not required.

• Up to July 1st 2019, CANCELLATION WITHOUT EXPENSES

• From July 2nd to August 20th 2019 - PENALTY FEE OF 50% of the total roomnigths

• From August 21st 2019 - PENALTY FEE OF 100% of the total roomnigths