Fill form and email it to 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.

|  |  |
| --- | --- |
| [ ]  | 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. 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