



Hotel Accommodation Sheet
Hotel address: Rue de la Vierge Noire 32
1000 Brussels (Belgium)

TO BE RETURNED TO THE HOTEL BY June 22nd 2019

ICMAE – July 23rd & 24th 2019

Novotel Brussels City Centre
Attn.: Sales & Banquet Department –
Sébastien Delattre / Ly Siem Chhor
Tel.: +32 2 505 50 22
Fax: +32 2 505 50 00
E-mail: H2122-SB1@accor.com

Hello, (please fill in today’s date),, I would like to make a reservation for :

| | |
|--|--|
| <input type="checkbox"/> Single room on July 21 st (1 adult) (95 €) | <input type="checkbox"/> Double room on July 21 st (2 adults) (110 €) |
| <input type="checkbox"/> Single room on July 22 nd (1 adult) (95 €) | <input type="checkbox"/> Double room on July 22 nd (2 adults) (110 €) |
| <input type="checkbox"/> Single room on July 23 rd (1 adult) (95 €) | <input type="checkbox"/> Double room on July 23 rd (2 adults) (110 €) |
| <input type="checkbox"/> Single room on July 24 th (1 adult) (95 €) | <input type="checkbox"/> Double room on July 24 th (2 adults) (110 €) |

Rooms are pre-booked for the nights of July 21st to 24th 2019 only
Room rate is valid per night and includes buffet breakfast, service and VAT but NOT city tax (€4.25/room/night)

| | | |
|-------------------------------|---|-----------------------------|
| Arrival Day/...../..... | Time..... | Departure/...../..... |
| Last name..... | Company..... | |
| First name..... | Telephone number | |
| Street/N°..... | Fax Number..... | |
| City/Postal Code..... | Credit Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Amex | |
| Country..... | <input type="checkbox"/> Eurocard/Mastercard <input type="checkbox"/> Diners | |
| E-Mail..... | Credit Card Number..... | |
| Signature | Expiry Date..... | |

IMPORTANT NOTES

1. Booking deadline for the special conference rates: **22/06/2019** After this date the hotel no longer guarantees the availability of rooms at the contracted conference rate. Your reservation must be guaranteed with a credit card number and expiry date.
2. All hotel expenses should be made directly to the hotel upon check-out.
3. The official check-in time is **14 hours**; the official check-out time is **12 hours**.
4. Cancellations must be made in writing at least 24 hours before the scheduled arrival date. If not received, the hotel is entitled to charge 1 (one) night’s accommodation fee.
5. The special rate is only valid when reservation is made by use of this form.

