

**ACCOMMODATION BOOKING FORM**

**CONTACT DETAILS (please complete in CAPITAL letters)**

<b>Company Name:</b>		
Address:		
Postal Code:	City:	Country:
<b>Main Contact</b> (First name, surname):		
E-mail (main contact):		
Telephone:	Mobile phone:	Fax:

**HOTEL PREFERENCE**

In view of the important number of required reservations, please select a choice of 3 hotels in order of preference. Please endeavour to separate your choices into different categories or location to ensure that we can offer you the best options available.

Please refer to the list of available hotels, as per [www.itma2011.beinbeyond.com](http://www.itma2011.beinbeyond.com)

1 <sup>st</sup> choice:	2 <sup>nd</sup> choice:	3 <sup>rd</sup> choice:
-------------------------	-------------------------	-------------------------

Please be aware that your request will be subject to availability and can only be confirmed once the deposit payment, corresponding to 10% of the total hotel reservation cost, is received.

**BOOKING DETAILS**

Number of rooms needed: \_\_\_\_\_  
Should you not have the name(s) of your delegate(s) yet, please tick the box: Pre-booking

Name (First name, surname)	Dates		Room Category	Room Type*	Accompanying Person (in case of Double or Twin)	Smoking
	Arrival	Departure				
				<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Twin		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Twin		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Twin		<input type="checkbox"/> Yes <input type="checkbox"/> No

\* **Single:** 1 large bed for single occupancy; **Double:** 1 large bed for double occupancy; **Twin:** 2 separated beds for double occupancy

**BE CAREFUL:**

The City of Barcelona is very popular. To avoid last minute difficulties of non availability, for the exact dates that you will require, your reserved **arrival** and **departure** dates have to be very accurate. We strongly recommend that you **reserve** your **flight well in advance**.

