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# ACCOMMODATION AND AIRPORT TRANSFERS BOOKING FORM – AORTIC 2017

In order to reserve accommodation at one of the AORTIC 2017 official conference hotels and/or an airport transfer, please fill in this form and send it to us by e-mail to: Aline Rwubaka on aline.rwubaka@businesseventsea.com and copy info@businesseventsea.com.

**Aline et l’équipe de BEEA sont bilingues, ils pourront communiquer avec vous tant en Français qu’en Anglais.**

# PERSONAL DETAILS

## Please note that only properly completed forms with all required details will be accepted.

First and Last name:

Address: Postal/Zip code: \_\_\_Country: \_\_\_\_\_\_\_\_\_\_\_\_

Phone: E-mail: \_\_\_\_\_

# ACCOMMODATION

# Hotel Rates:

Rates indicated below are in US Dollars.

Rates quote are per room, per night, including breakfast, including 18%VAT and the hotel tax.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.**  | **NAME** | Per Single room per night  | Per Twin / Double room per night |
| **1** | **Radisson Blu Hotel -** STD Room | $ 165.00 | $ 197.00 |
| **2** | **Marriott Hotel** - Deluxe Room | $ 220.00  | $ 255.00 |
| **3** | **Kigali Serena Hotel -** STD Room | $ 220.00 | $ 255.00 |
| **4** | **Hotel De Mille Collines -** City View rooms | $ 135.00  | $ 165.00 |
| **5** | **Ubumwe Grande Hotel -** Classic rooms | $ 155.00  | $ 201.00 |
| **6** | **Lemigo Hotel -** Deluxe room | $ 137.00  | $ 165.00 |
| **7** | **Chez Lando Hotel -** STD Room | $ 80.00  | $ 110.00 |
| **8** | **Galaxy Hotel -** STD Room | $ 80.00  | $ 112.00 |
| **9** | **La Posh Hotel -** STD Room | $ 75.00  | $ 100.00 |

**Book your room**: Please fill in all the details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hotel name** | **Type of room : Single or double** | **Check-in date** | **Check-out date** | **Total of Nights** | **Number of Rooms** | **Number of Persons** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Calculation of the amount due**: Room price x total of nights x number of rooms = Total amount due

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Price** | **Total of Nights** | **Number of Rooms** | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# AIRPORT TRANSFERS

# $10 per person per transfer way.

**Book your transfer**: Please fill in all the details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Arrival Date** | **Flight Details**  | **Arrival time**  | **Vehicle required** | **Kigali Hotel** | **Number of Persons** |
|  |  |  |  |  |  |

**Departure transfer**: Please fill in all the details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Departure Date** | **Flight Details**  | **Departure time**  | **Vehicle required** | **Kigali Hotel** | **Number of Persons** |
|  |  |  |  |  |  |

**Calculation of the amount due**: Transfer cost based on number of people x x number of transfer = Total amount due

|  |  |  |  |
| --- | --- | --- | --- |
| **Transfer cost** | **Number of vehicles**  | **Number of transfer**  | **Total amount** |
|  |  |  |  |

# TOTAL AMOUNT (Accommodation PLUS Airport Transfer):

## Payment Methods:

1. **By Bank Transfer:**

Account Name: Business Events East Africa

Upon confirmation, an invoice will be raised with bank details

Please note that we use only a Swift code Rwanda. We do not use an IBAN code.

## Once the bank transfer is complete, please send us a copy of the bank transfer documentation so we can trace the payment.

1. **By Credit Card:**

Once your booking is received we will send you an email with details to enable you to pay directly with your credit card.

## Conditions for payment by credit card:

* 1. All amounts are payable in US Dollars (USD).
	2. Any short payment resulting from bank charges will be charged back to the delegate.
	3. 4% credit card fee will be applied and added to the total price.

**AORTIC 2017 Accommodation Booking Procedure and Terms and Conditions**

**To ensure a quick and complete booking procedure, please follow the following steps**

1. Reservations at the official conference accommodation will be made on a "first come, first served" basis and on behalf of delegates by the 2017 AORTIC Conference Secretariat. Please complete this booking form in full and email it to Aline Rwubaka on aline.rwubaka@businesseventsea.com and copy info@businesseventsea.com.
2. You will receive confirmation of receipt of your request by email only.
3. Should you select to pay by credit card we will send you an email within 24 hours.
4. Published room rates are valid until **15 September 2017**. Thereafter, rates are not guaranteed and any late reservations will be accommodated according to current rates and availability. In order to finalise your accommodation booking, the full amount due is required as pre-payment. Any extras must be settled upon check-out in USD Dollar (USD).
5. **All amounts are payable in US Dollars (USD)**. Any short payment resulting from bank charges and/or exchange rate fluctuations will be charged back to the delegate.
6. Once the full payment is received in our account, we will send you a confirmation of booking with a voucher. This process can take up to 7 days.
7. When you arrive to your hotel, please present the voucher to the reception desk of the hotel.
8. All cancellations must be received in writing.
9. Cancellation fees will be imposed as follows:
	1. Cancellations 60 days prior to the start of the conference (before **07 September 2017**) will receive a full refund of all monies paid less a 10% administration fee and local bank charges.
	2. Cancellations between 59 and 30 days prior to the start of the conference will be refunded 50% of all monies paid.
	3. No funds will be provided for cancellations within 29 days of the start of the conference (after **06 October 2017**) or no-shows; the delegate will be liable for the full amount due.

## Deadline for bookings

After **30 October 2017**, we will not accept any more booking done by bank transfer, only credit card.

After **5 November 2017**, we will not accept any more bookings.

## AORTIC 2017 Airport Transfers Booking Procedure and Terms and Conditions

**To ensure a quick and complete booking procedure, please follow the following steps**

1. Please complete this booking form in full and email it to Aline Rwubaka on aline.rwubaka@businesseventsea.com and copy info@businesseventsea.com.
2. You will receive confirmation of receipt of your request by email only.
3. Should you select to pay by credit card we will send you an email within 24 hours.
4. **All amounts are payable in US Dollars (USD)**. Any short payment resulting from bank charges and/or exchange rate fluctuations will be charged back to the delegate.
5. Once the full payment is received in our account, we will send you a confirmation of booking with a voucher. This process can take up to 7 days.
6. All cancellations must be received in writing.
7. Cancellation fees will be imposed as follows:
	1. No funds will be provided for cancellations within 10 days of the start of the conference (after **27 October 2017**) or no-shows; the delegate will be liable for the full amount due.

## Deadline for bookings

After **30 October 2017**, we will not accept any more booking done by bank transfer, only credit card.

After **4 November 2017**, we will not accept any more bookings.