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**Melcrum Publishing Ltd**  
**Tuesday 27 – Thursday 29 November 2007**  
**HOTEL RESERVATION FORM**

Please send this form to Hotel Okura Amsterdam **before: Tuesday 16 October 2007**

**It is also possible to make a reservation online via <http://www.okura.nl>. Group Code: MEL2007**

**IMPORTANT:** Please read the following information before completing this form:

- The special conference rate applies only for reservations made with this hotel reservation form. **Please send this form back to the fax number: +31 20 6787797**
- Reservations can only be confirmed with a credit card number with valid expiry date.
- In order to avoid late cancellation charges, cancellations must be done in writing by 4pm (16.00 hrs.) 48 hours prior to arrival. In case of a no-show or a cancellation within the cancellation period, the full reservation value will be charged. When you cancel by phone, Hotel Okura Amsterdam will give you a cancellation number as confirmation of your cancellation.
- If you check out prior to the booked departure date, Hotel Okura Amsterdam will be entitled to charge you for the remaining room nights.
- The number of rooms held for conference participants is limited. There is no guarantee of price or availability. After **Tuesday 16 October 2007**, remaining rooms will be released and the conference rate is valid subject to availability. **You are advised to book accommodation as early as possible.**

**= Please type =**

Family name: \_\_\_\_\_ First name: \_\_\_\_\_  
Name Company: \_\_\_\_\_  
Position in Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Country: \_\_\_\_\_ E mail: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Would like to make the following reservation in Hotel Okura Amsterdam:**

- Standard room for single use at € 245,00 per room per night
- Deluxe room for single use at € 315,00 per room per night
  - Supplement for double occupancy € 35,00
  - Request for non-smoking room (*upon availability*)

The above-mentioned rates are per room per night including VAT but excluding 5% city tax. Breakfast buffet will be served at € 28,00 per person per breakfast.

Arrival date:  Estimated arrival time:  Flight no:   
Departure date:  Estimated departure time:  Flight no:

**GUARANTEE:**

Reservations can only be confirmed with a credit card number with valid expiry date.

VISA                       MasterCard                       American Express                       Diners Club  
Card number: \_\_\_\_\_ Valid until: \_\_\_\_\_ / \_\_\_\_\_  
Card holders name: \_\_\_\_\_

Name booker: \_\_\_\_\_ Date: \_\_\_\_\_

Signature booker: \_\_\_\_\_ Date: \_\_\_\_\_

**= Incomplete forms might cause delay =**

**ID 503701**