

## HOTEL RESERVATION FORM

A number of selected hotels have been pre-booked by the host country at negotiated rates to facilitate accommodation for Parties.

Please complete the hotel reservation form in block letters and return **by 13 November 2017** to the local conference organizer by e-mail [moscowTB-SDG@acase.ru](mailto:moscowTB-SDG@acase.ru)

### 1. Personal Information

<b>Title*</b>	Mr. Ms. Mrs. Dr. Prof. other ( <i>please specify</i> ):
<b>Name *</b> <i>(Exactly as in passport)</i>	<b>First name:</b> _____ <b>Last name:</b> _____
<b>Country *</b>	<b>Nationality *</b>
<b>Telephone*</b> <i>(incl. country code)</i>	<b>Fax (incl. country code)</b>
<b>Mobile Phone</b> <i>(incl. country code)</i>	<b>E-mail*</b>

### 2. Hotel Reservation

Please select your preferred hotel and room type from the list below.

The quoted rates are in Russian rubles, per room per night inclusive of VAT 18% and buffet breakfast.  
 The number of hotel rooms is limited.

<b>Hotel Crowne Plaza 5*</b> <i>Krasnopresnenskaya emb., 12</i>					Distance to the Conference Venue – 0 km <a href="http://cpmow.ru/en/">http://cpmow.ru/en/</a>			
Room Category	Special rates for participants (in RUB)				Arrival date	Check-in time	Departure date	Check-out time
	Weekdays		Weekend					
	Single	Double	Single	Double				
Business	10,800	12,500	7,000	8,700				
<b>Hotel Radisson Royal 5*</b> <i>Kutuzovsky ave., 2/1 Building 1</i>					Distance to the Conference Venue – 3.3 km <a href="https://www.radissonblu.com/ru/royalhotel-moscow">https://www.radissonblu.com/ru/royalhotel-moscow</a>			
Room Category	Special rates for participants (in RUB)				Arrival date	Check-in time	Departure date	Check-out time
	Weekdays		Weekend					
	Single	Double	Single	Double				
Superior	9,200	11,200	9,200	11,200				
<b>Hotel National 5*</b> <i>Mokhovaya str., 15/1 Building 1</i>					Distance to the Conference Venue – 6.2 km <a href="http://www.national.ru">http://www.national.ru</a>			
Room Category	Special rates for participants (in RUB)				Arrival date	Check-in time	Departure date	Check-out time
	Weekdays		Weekend					
	Single	Double	Single	Double				
Standard	9,200	11,200	9,200	11,200				

<b>Hotel Golden Ring 5*</b> Smolenskaya str., 5					Distance to the Conference Venue – 3.9 km <a href="http://www.goldenringhotelmoscow.com/">http://www.goldenringhotelmoscow.com/</a>			
Room Category	Special rates for participants (in RUB)				Arrival date	Check-in time	Departure date	Check-out time
	Weekdays		Weekend					
	Single	Double	Single	Double				
Standard	7,800	9,100	5,700	7,000				
Deluxe	8,400	9,800	6,500	8,000				
Junior Suite	9,000	10,500	7,500	9,000				
<b>Hotel Radisson Slavyanskaya 4*</b> Europe square, 2					Distance to the Conference Venue – 3.6 km <a href="https://www.radissonblu.com/ru/slavyanskayahotel-moscow">https://www.radissonblu.com/ru/slavyanskayahotel-moscow</a>			
Room Category	Special rates for participants (in RUB)				Arrival date	Check-in time	Departure date	Check-out time
	Weekdays		Weekend					
	Single	Double	Single	Double				
Standard	7,800	9,100	5,700	7,000				
<b>Hotel Novotel Kievskaya 4*</b> Kievskaya str., 2					Distance to the Conference Venue – 3.6 km <a href="http://www.novotel.com/ru/hotel-8225-novotel-moscow-kievskaya-/index.shtml">http://www.novotel.com/ru/hotel-8225-novotel-moscow-kievskaya-/index.shtml</a>			
Room Category	Special rates for participants (in RUB)				Arrival date	Check-in time	Departure date	Check-out time
	Weekdays		Weekend					
	Single	Double	Single	Double				
Superior	7,200	8,800	6,600	7,500				
<b>Hotel Azimut Smolenskaya 4*</b> Smolenskaya str., 8					Distance to the Conference Venue – 2.4 km <a href="https://azimuthotels.com/Russia/azimut-hotel-smolenskaya-moscow">https://azimuthotels.com/Russia/azimut-hotel-smolenskaya-moscow</a>			
Room Category	Special rates for participants (in RUB)				Arrival date	Check-in time	Departure date	Check-out time
	Weekdays		Weekend					
	Single	Double	Single	Double				
Smart standard	6,600	7,500	6,600	7,500				
Smart single	4,800	-	4,800	-				
<b>Hotel Ibis Kievskaya 3*</b> Kievskaya str., 2					Distance to the Conference Venue – 3.6 km <a href="http://www.ibis.com/ru/hotel-8224-ibis-moscow-kievskaya-/index.shtml">http://www.ibis.com/ru/hotel-8224-ibis-moscow-kievskaya-/index.shtml</a>			
Room Category	Special rates for participants (in RUB)				Arrival date	Check-in time	Departure date	Check-out time
	Weekdays		Weekend					
	Single	Double	Single	Double				
Standard	4,800	5,600	3,800	4,600				

### 3. General terms and conditions

- The deadline for booking is 13 November 2017.
- All quoted rates are per room per night including breakfast and VAT 18%.
- Preferred room category will be subject to availability at the moment of receipt of the completed and signed hotel reservation form at [moscowTB-SDG@acase.ru](mailto:moscowTB-SDG@acase.ru)
- 100% prepayment for the first night is required at the moment of booking.
- 100% prepayment for the entire period booked is required before 13 November 2017
- An accommodation voucher will be required upon check-in at the hotel. The voucher will be provided by ACADEMSERVICE either by fax or email upon 100% prepayment of the total amount for the period booked.

- Check in after 15:00. Check out 12:00 noon.
- Check-in earlier than 15:00 is subject to 100% of the room rate for 1 night.
- Check-out between 12:00 and 18:00 is subject to 50% of the room rate for 1 night.
- Check-out after 18:00 is subject to 100% of the room rate for 1 night.
- All additional charges must be settled directly with the hotel's cashier counter upon check-out.

#### 4. Terms of Modification and Cancellation

- Modification of accommodation or cancellation can be made without penalties no later than 13 November 2017.
- In case of cancellation or modification of accommodation made after 13 November 2017 the cancellation fee charged to the participants will be equal to 100% of the amount of the originally period booked.
- In case of late arrival, early departure or no-show, the cancellation fee charged to the participant will be equal to 100% of the amount for the whole period booked.

#### 5. Terms of Payment

Payment can be made by Credit Card in RUB (AMERICAN EXPRESS and ELECTRON CARDS are not accepted) or by Bank transfer in RUB, USD or EURO.

##### Option 1

Credit Card:        VISA                MASTER CARD                EUROCARD                JCB

**Card #:**         **Exp. Date (MMYY):**         **CVV:**

Cardholder's name: \_\_\_\_\_

I hereby authorise Academservice LLC to debit my credit card indicated above for the amount due in RUB (first night at the time of booking and the remainder amount for the period booked on 13 November 2017) \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_ Date: \_\_\_\_\_

##### Option 2

Bank Transfer in:        RUB                USD                EURO (Bank fees are at participant charge)  
 You will receive an invoice in the equivalent amount to be paid in the selected currency

#### 6. Disclaimer

In accordance with the requirements of Federal Law No. 152-FZ dated 27.07.2006 On Personal Data, herewith I give my consent to processing and transmission of personal data that I provided when placing this accommodation request to the ACADEMSERVICE LLC and other suppliers. This consent shall be valid till 30 November 2017 and shall apply to all persons named in this request. In addition, I guarantee and shall be responsible to ensure that all data specified in this accommodation request are true and correct. ACADEMSERVICE LLC are not responsible for any loss, injury, damage or destruction to any property or person, whatever the cause maybe.

I herewith confirm that I agree with terms and conditions and guarantee payment in case of late cancellation or no-show.

**Signature:** \_\_\_\_\_        **Date:** \_\_\_\_\_

**For any queries or assistance please contact directly the local conference organizer ACADEMSERVICE:**

Email: [moscowTB-SDG@acase.ru](mailto:moscowTB-SDG@acase.ru)

Phone: +7 (495) 660 90 90 ext. 1202

Address: 28a Shipilovskaya str., 115563, Moscow, Russia