



INTERNATIONAL TECHNICAL SEMINAR ON INNOVATIVE APPROACHES TO PREVENTION OF OCCUPATIONAL DISEASES

Saint Petersburg, Russian Federation, 27–28 May 2015

HOTEL RESERVATION FORM

To be returned **before 1 May 2015** to:

Ms Umrikhina Elena

ACADEMSERVICE LLC (officially appointed accommodation agency)

28a, Shipilovskaya St.

RU-115563, Moscow

Russian Federation

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E-mail: e.umrikhina@acase.ru

Please complete in capital letters:

Family name (Ms/Mr):

First name(s):

Organization represented:

Position held in organization:

Address of organization:

.....

Country:

Telephone: Mobile: Fax:
(including country and city code)

E-mail:

Accompanied by (please state first name and last name):

Date of arrival in Saint Petersburg: Time: Flight No.:

Date of departure from Saint Petersburg: Time: Flight No.:

ACCOMMODATION

Hotel accommodation for each participant is to be met by his/her own organization.

The Social Insurance Fund of the Russian Federation via ACADEMSERVICE LLC, its officially appointed accommodation agency, has negotiated preferential rates with the hotels indicated below. Please indicate your preference by placing an "X" in the appropriate box. To receive the preferential rates noted hereunder, we kindly ask you to return this form as early as possible, and in any event before **1 May 2015**. After this date, all requests for bookings will be subject to request and availability.

HOTELS	Price in Russian Roubles(RUB) per room, per night including breakfast and tax	
	Single room	Double room
Ambassador Hotel (4 stars) 5-7, Rimsky-Korsakov avenue RU-190068 Saint Petersburg T: +7 (812) 3318844 F: +7 (812) 6090977 Website: http://en.ambassador-hotel.ru	8,700	9,500
Astoria Hotel (5 stars) 39 Bolshaya Morskaya RU-190000 Saint Petersburg T/F:+7 (812) 4945757 Website: https://www.roccofortehotels.com	21,000	23,000
Azimut Hotel (3 stars) 43/1 Lermontovsky avenue RU-190103, Saint Petersburg T: +7 (812) 9464015 Website: http://hotel-azmt.ru	5,400	5,800

General terms and conditions

- The deadline for booking is 1 May 2015.
- All quoted rates are per room, per night, including breakfast and VAT 18%.
- 100% prepayment for the total amount for the period booked is required at the moment of booking.
- An accommodation voucher will be required upon check-in at the hotel. The voucher will be provided by ACADEMSERVICE LLC (officially appointed accommodation agency) either by fax or e-mail upon 100% prepayment of the total amount for the period booked.
- Check-in after 14:00. Check-out 12:00 noon.
- Check-in earlier than 14:00 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.

Terms of Modification and Cancellation

- Modification of accommodation can be made without penalties up to 26 April 2015.
- In case of modification of accommodation made after 26 April 2015, the cancellation fee charged to the participants will be equal to 100% of the amount of the originally period booked.
- Cancellation of accommodation can be made without penalties up to 26 April 2015.
- In case of cancellation of accommodation made between 27 April 2015 and 10 May 2015, the cancellation fee charged to the participants will be equal to 50% of the amount of the whole period booked.
- In case of cancellation of accommodation made after 10 May 2015, the cancellation fee charged to the participants will be equal to 100% of the amount of the whole period booked.
- In case of late arrival, early departure or no-show not notified in advance to ACADEMSERVICE LLC, the cancellation fee charged to the participant will be equal to 100% of the amount for the whole period booked

Terms of Payment

- 100% prepayment for the total amount for the period booked is required at the moment of booking.

Please, mark with "X" how you would like to pay for the accommodation:

Option 1: by Credit Card in Russian roubles (RUB). Please note that American Express and Electron Cards are not accepted.

Option 2: by Bank transfer in Russian roubles (RUB) or euros (EUR)

After submitting your hotel booking request to ACADEMSERVICE LLC, you will receive an invoice, which you can settle either by bank transfer or by credit card, prior to the event.

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. This consent shall be valid until 31 May 2015 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.

PLEASE NOTE:

Under no circumstances can the ISSA General Secretariat nor the Social Insurance Fund of the Russian Federation assume responsibility for questions concerning accommodation.

Date: Signature:.....