

Accommodation form

Advising Private Enterprises in a Globalising World
22–24 April 2009, Swissôtel, Berlin, Germany

Please refer to the 'Hotel accomodation' section before completing this form

Return to:

JLC

PO Box 5098, Broadstone BH18 9WG, United Kingdom

Tel: +44 (0)1202 699 488 Fax: +44 (0)870 429 2125 E-mail: office@judylaneconsulting.com

SUBJECT TO AVAILABILITY, JLC CAN ACCEPT RESERVATIONS UP UNTIL **17 APRIL**.
THEREAFTER, PLEASE CONTACT THE HOTEL DIRECT, QUOTING 'IBA CONFERENCE' AS THE REFERENCE.

Personal details *(Please print clearly in block capitals)*

Title _____ Given name _____ Family name _____

Membership number _____ Firm/company/organisation _____

Address _____

Tel _____ Fax _____

E-mail _____

(Please print clearly as your reservation will be confirmed by e-mail. If you do not receive confirmation of your reservation, please contact JLC by telephone.)

Accommodation requirements

Arrival date _____ Departure date _____

Single: €205

Double: €225

Smoking

Non smoking

Special requirements _____

(We will do our best to accommodate these requests but cannot make any guarantees.)

Accommodation guarantee

Reservations cannot be made without a valid credit card number (Visa, MasterCard and American Express are accepted)

Type of card _____ Expiry date _____

Name on card _____

Card number _____

Signature _____ Date _____

BY COMPLETING THE ACCOMMODATION FORM, YOU ENTER INTO AN AGREEMENT WITH THE HOTEL REGARDING CREDIT CARD GUARANTEES, CANCELLATION/NO-SHOW TERMS AND CONDITIONS AND ROOM RATES. NEITHER AIJA, THE IBA NOR JLC CAN ACCEPT RESPONSIBILITY FOR HOTEL ACCOMMODATION DISPUTES BETWEEN A DELEGATE AND THE HOTEL.

For office use only

Date form recorded _____ Date registration _____

Confirmation number _____ Comments _____