



HOTEL BOOKING FORM

CII WIPO EXECUTIVE PROGRAM 2007

11 – 13 March 2007, Hotel Radisson White Sands, Goa, India

DELEGATE DETAILS

Company / Organization _____

First Name _____ Family Name _____ Mr / Mrs / Ms

Position _____ Company Address _____

City _____ Pin code _____ Country _____

Phone _____ Fax _____ Email _____

ACCOMPANYING PERSON (S)

1. First Name _____ Family Name _____ Mr / Mrs / Ms _____

HOTEL ACCOMMODATION

Hotel accommodation has been pre-reserved at venue hotel& an adjacent one (refer chart below).

| Hotel | Room Category | Single room | Double room | Tariff includes |
|----------------------|---------------|--------------------|--------------------|-----------------|
| Radisson White Sands | Deluxe | US\$ 215 / Rs 9700 | US\$ 215 / Rs 9700 | Breakfast + tax |
| | Standard | US\$ 190 / Rs 8500 | US\$ 190 / Rs 8500 | Breakfast + tax |
| Majorda Beach Resort | Standard | US\$ 130 / Rs 5500 | US\$ 150 / Rs 6300 | Breakfast + tax |

* A Government service tax of 4.89 % is applicable on total invoice for hotel. All above are per night rates

Delegates are requested to book their room (s) well in advance & latest by **20th February 2007**, as the dates are a peak tourist and conferences season in India. **Hotel Check-in / checkout time is 12 noon.** Room needs to be booked from the previous night if arriving late night / early morning.

First Choice _____ Second Choice _____

Check-in date _____ Checkout date _____

No. of rooms _____ Room type: Single Double Twin sharing

DOMESTIC AIR TRAVEL

Please indicate if the domestic flights are required to be booked.

Mumbai – Goa Delhi– Goa Goa – Mumbai Any other

LOCAL & PRE / POST CONFERENCE TOURS

Please indicate your preference to participate in the pre / post-event tours by sending us your query at lalitic@sitaindia.com , conf@sitaindia.com

AIRPORT TRANSFERS

Please indicate whether airport transfers are required upon arrival / departure. Cost: US\$ 65 per one way transfer using Air-conditioned mid-segment car.

Arrival transfer _____ Departure transfer _____

Arrival on (date) _____ by (flight) _____ at (time) _____ from _____

Departure on (date) _____ by (flight) _____ at (time) _____ to _____



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PAYMENT SUMMARY

| Requested Service Particulars | Full advance |
|---|--------------|
| Hotel Accommodation at Goa (Per night tariff x no. of Rooms x nights) | US\$ |
| Arrival Airport Transfer | US\$ |
| Departure Airport Transfer | US\$ |
| Government luxury tax @ 4.89 % (on total hotel+ transfers amount) | US\$ |
| Air ticket cost (to be advised separately upon request) | US\$ |
| Government service tax @ 0.61 % (on air ticket) | US\$ |
| TOTAL | US\$ |

CANCELLATION POLICY

Arrangements will be held only on an advance payment. A 01 night advance per room per hotel is non-refundable under any circumstances. No refund for any hotel cancellation received on or after 5th February 2007. Air tickets will be refundable after deducting service & processing charges.

MODE OF PAYMENT

You may pay for requested services by any of the following modes of payment:

a. By Bank transfer

Beneficiary Name: SITA World Travel
 Bank name: Deutsche Bank Trust Company
 Bank account no.: 04-876-253
 Bank Address: 60, Wall Street, New York, NY 10005. USA
 Swift Code: BKTRUS33
 Americas ABA Number: 021001033

(Please also fax us a copy of the bank transfer at + 91 11 2612 1125 to the attention of Mr. Lalit Chadha)

b. By Credit card

Kindly fill in the below authorization format and fax it to + 91 11 2612 1125 along with **both side clear photocopies of your credit card.**

I, _____ (Name of card holder) authorize "SITA World Travel", to charge my credit card (**Visa / Master**) No. _____ Expiry date _____ for an amount of US\$ / INR _____ towards the cost of _____

Signature of cardholder _____
 Card holder's address _____
 Country _____ Last 3 digit CVV number on reverse of credit card _____

A separate format will be advised on request if paying by Amex card.

Signature _____ Date _____

Please fax / scan and send by e-mail duly filled form no later than **31st January 2007** to:

Official Travel Agent - Mr. Lalit Chadha
SITA Destination Management – Conferences
 SITA House, Presidential Business Park, C -9, Vasant Kunj, New Delhi – 110070
 Tel: + 91 11 2612 1110 Extn. 477 /428 Fax: + 91 11 2612 1125
 E-mail: lalite@sitaindia.com , conf@sitaindia.com