

HOTEL RESERVATION BOOKING FORM



At Birchwood Hotel & Conference Centre

Secretariat use only
Registration Number:

Please return booking form to:

Conference Call
Tania Collins
E-mail : tania@themeetingprofs.com
Telephone : 27-31-5760367

1. PERSONAL DETAILS						
Name		Title	Dr	Prof	Mr	Ms
Surname						
Organisation						
Postal Address						
City		Country		Postal / ZIP Code		
Telephone		Fax		Mobile		
Email Address						
2. OFFICIAL HOTEL OPTIONS AND RATES (In South African Rands ZAR)						
HOTEL	DESCRIPTION	RATE PER PERSON SINGLE PER NIGHT INCLUSIVE OF BED AND BREAKFAST	RATE FOR 2 PERSONS SHARING PER NIGHT INCLUSIVE OF BED AND BREAKFAST			
Birchwood Executive Hotel and Conference Centre	Official 4 star hotel where the Conference is taking place. No transportation necessary as the official conference venue is located on the premises.	R1 130.00	R1 445.00 (per room)			
Holiday Inn Johannesburg Airport	4 star hotel located directly next door to Birchwood Hotel and Conference Centre. Is within walking distance but recommend you arrange a shuttle.	R1 155.00	R1 383.00 (per room)			
Bit O'Bush Bed & Breakfast	Bed and Breakfast located 14,3 km from Birchwood. Star grading: 3 star Transportation to and from the conference venue is for your own arrangement.	R660.00	R440.00 (per person)			
Big 5 Guest House	Bed and Breakfast located 16km from Birchwood. Star grading: 3 star Transportation to and from the conference venue is for your own arrangement.	R595.00	R795.00 (per room)			
Aero Guest Lodge	Bed and Breakfast located 12 km from Birchwood. Star grading: 4 star Transportation to and from the conference venue is for your own arrangement.	R695.00	R895.00 (per room)			
<p>Please note the following is NOT INCLUDED in the Accommodation cost:</p> <ul style="list-style-type: none"> Accommodation: <ul style="list-style-type: none"> All other extras including dinner and a soft drink are for your own account. Registration Fee <ul style="list-style-type: none"> Entrance to sessions, registration pack, lunches, teas during conference sessions Welcome Cocktail Reception and African Theme Gala Dinner Accompanying person registration fee includes all social functions and opening ceremony Flights & Airport Transfers are for your own account <p>Payment: Hotel booking Fees will be deducted in full from credit cards at the time of receiving your booking form. Cancellation Fee: 70% of registration fees refunded if cancellation received in writing before 07 November 2016</p>						
3. HOTEL FOR YOUR OWN ACCOUNT (please choose your hotel) Please indicate with a <input type="checkbox"/>						
Birchwood Hotel	<input type="checkbox"/>	Holiday Inn JHB Airport	<input type="checkbox"/>	Bit O Bush B&B	<input type="checkbox"/>	
Big 5 Guest House	<input type="checkbox"/>	Aero Guest Lodge	<input type="checkbox"/>	Limited rooms are available at the B&Bs so please put in your request as soon as possible.		
4. ROOM TYPE - Please indicate with a <input type="checkbox"/>						
Room Type	<input type="checkbox"/> Single	<input type="checkbox"/> Double/Twin				
If Sharing, please state with whom:						
5. HOTEL ARRIVAL AND DEPARTURE DATES						
Arrival Date	<input type="text" value="Dec 2016"/>	Departure Date	<input type="text" value="Dec 2016"/>			
<p>Payment Terms: Credit card details are required to guarantee your reservation. The hotel will charge your card directly in accordance with their payment terms and conditions. Please take note of the hotel cancellation policy which will be detailed on your reservation confirmation sent to you directly by the hotel.</p>						
6. PAYMENT - Please indicate with a <input type="checkbox"/> your preferred payment method						
CREDIT CARD DETAILS						
Card Type (Visa, Mastercard, Diners, Amex)	<input type="text"/>		Card Number	<input type="text"/>		
Expiry Date (month and year)	<input type="text"/>		Last 3 digits on back of card	<input type="text"/>		
7. SIGNATURE AS CONFIRMATION AND AGREEMENT TO PAYMENT TERMS AND CONDITIONS LISTED HEREIN						
Your signature:	<input type="text"/>			Date:	<input type="text"/>	

Please only return this page when registering via email or fax