

# HOTEL AND TOUR RESERVATION FORM

**DEADLINE DATES: July 7, 2010 (hotels) • July 18, 2010 (tours)**

88<sup>th</sup> General Session & Exhibition of the IADR • 5<sup>th</sup> General Session of the Pan European Region of the IADR  
Location: Centre Convencions Internacional Barcelona (CCIB)

## INSTRUCTIONS

- Reservations are processed on a first-come, first-served basis. For best availability and immediate confirmation, make your reservation via the Internet using the address below. If your desired hotel is fully booked, MCI Barcelona will reserve your second or third choice or a hotel in the same category.
- Please read all hotel information prior to completing and submitting this form to MCI Barcelona. See page 10 of the registration brochure for all details regarding room rates, hotel map, reservation changes and cancellations and tour details.
- Keep a copy of this form. Use one form per room and make additional copies if needed.
- All reservations are being coordinated MCI Barcelona and NOT with the hotels directly.
- MCI Barcelona will process reservations for tours and hotels after the deadline date but on a space-available basis only.
- A deposit is required for all reservations and tours must be paid in full. The hotel deposit will be credited to your account upon check-out.
- Changes to your hotel reservation and/or tours must be in writing and made directly with MCI Barcelona and not your assigned hotel.

## CHOOSE ONLY ONE OPTION

Internet: [www.iadr.org/iags](http://www.iadr.org/iags) OR <http://mci.eventszone.net/iadr2010>  
Fax: +34.93.445.9721 (Spain)  
E-mail: [iadr2010@mci-group.com](mailto:iadr2010@mci-group.com)

## GUEST INFORMATION

First Name \_\_\_\_\_ Last/Family Name \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Country \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Telephone (Include all country/city codes) \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

(Confirmation will be sent via e-mail if address is provided. A fax or e-mail address is required.)

## HOTEL INFORMATION

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

**NOTE:** If you arrive at the hotel prior to 2 p.m. and require a room upon arrival, please book the room for the night prior, to guarantee availability.

Hotel Choices (see page 10 for hotel map and rates) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

If all three (3) requests are unavailable, please process this reservation according to: Check one:  Room Rate  Location

## Type of Accommodation

# of Beds (check one):  1 bed  2 beds  Suite  Roll-away bed for child

# People (check one):  1 person  2 people  3 people  4 people

Preferences:  Standard  Superior (available at only the AC Diplomatic)  Special Needs \_\_\_\_\_

General Requests \_\_\_\_\_

**NOTE:** Special requests cannot be guaranteed; however, the hotels will do their best to honor all requests. For any other type of accommodation, please contact MCI and they will assist you with special requests. Additional fees may apply if more than 2 persons are in room.

**Name(s) of all Room Occupants** Only registered guests will be provided with a room key.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Hotel & Tour Form Continued**

First and Last Names: \_\_\_\_\_

Tel, E-mail or Fax#: \_\_\_\_\_

**LOCAL TOURS**

**HALF-DAY TOURS**

	<b>PRICE</b>	<b>TOTAL</b>
<input type="checkbox"/> Barcelona City Highlights (Tuesday, July 13)	_____ tickets x €30 per person	€ _____
<input type="checkbox"/> Barcelona Gaudi Tour (Wednesday, July 14)	_____ tickets x €40 per person	€ _____
<input type="checkbox"/> Barcelona Old Town & Rambla (Thursday, July 15)	_____ tickets x €40 per person	€ _____

**FULL DAY TOURS**

<input type="checkbox"/> Wine Tasting, Shopping, Montserrat (Wednesday, July 14)	_____ tickets x €105 per person	€ _____
<input type="checkbox"/> Barcelona City Tour (Thursday, July 15)	_____ tickets x €95 per person	€ _____
<input type="checkbox"/> Wine Region – Penedes (Friday, July 16)	_____ tickets x €115 per person	€ _____

A description of each tour can be found on the IADR Web site: [www.iadr.org/iag](http://www.iadr.org/iag) or when reserving online. Special pre- and post-tours and cruises can be organized upon request. Please contact MCI at [iadr2010@mci-group.com](mailto:iadr2010@mci-group.com) for details.

**HOTEL ACCOMMODATIONS DEPOSIT (from front):**

€ \_\_\_\_\_

**LOCAL TOURS PAYMENT:**

€ \_\_\_\_\_

**TOTAL PAYMENT DUE:**

€ \_\_\_\_\_

**PAYMENT INFORMATION**

A payment is required to guarantee this reservation and tour.

**Credit Card:**     American Express     Diner's Club     EuroCard     MasterCard     VISA

Account Number: \_\_\_\_\_ Exp Date \_\_\_\_\_ / \_\_\_\_\_ Card Security ID#/CVV2 \_\_\_\_\_  
MONTH YEAR

Cardholder Name (print) \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

**NOTE: a 4% handling fee of the total amount will be charged when paying with American Express or Diners Club.**

**Bank Wire Transfer to: Banco Sabadell Atlantico (made payable to MCI Barcelona)**

Address: Sant Gervasi de Cassoles 49, 08022 Barcelona, España

IBAN: ES69-0081-7082-54-0001075812

Account Number: 0081-7082-54-0001075812

SWIFT CODE: BSAB ESBB

Your signature above authorizes MCI to charge the above mentioned amount to your credit card which corresponds to the booking of a hotel room and/or tour and that you have read and accepted the payment and cancellation policies. MCI Barcelona reserves the right to charge the correct amount if different from the Total Payment listed above. Unfortunately, MCI cannot accept cash, company or personal checks. Cancellations for a hotel room must be received prior to June 10, 2010 in order to receive a refund minus a €30 administrative fee (after that date, no refunds will be provided). Cancellations for a tour must be received prior to June 18, 2010, in order to receive a full refund (after that date, no refunds will be provided).

**QUESTIONS?**

Please contact MCI Barcelona at fax: +34.93.445.9721 (Spain)  
 or via e-mail, [iadr2010@mci-group.com](mailto:iadr2010@mci-group.com) and be sure  
 to mention "IADR" in your message for faster service.