



9th EAPA Symposium

June 4, 2015

Mövenpick Hotel, Istanbul - Turkey



ACCOMMODATION & TRANSPORTATION FORM

Surname : Name :

Title : Mr: Ms:

Organisation / Company : Department :

Address :

City : Postal Code : Country :

Tel : Fax : E-mail :

Accompanying Person

Name / Surname:

ACCOMMODATION

Mövenpick Hotel 5*	Single Room	Double Room
	<input type="checkbox"/> 150€	<input type="checkbox"/> 170€

Room rates are per room / per night, inclusive open buffet breakfast and exclusive of 8% VAT.

These limited number of the rooms and special rates are valid until **April 20th, 2015**. Accommodation requests after **April 20th, 2015** will be confirmed based upon the hotel availability.

Check-in date - June - 2015	Check-out date - June - 2015
Total Amount: Night(s) x <input type="checkbox"/> Single or <input type="checkbox"/> Double Room(s) x € = €	

Cancellation of Accommodation

A written cancellation request should be sent to eapa2015@figur.net. Cancellations received after **April 20th, 2015** can not be refunded. Name changes are permitted.

TRANSPORTATION

All bookings must be made at the latest 7 days before travelling.

Please note that a car reservation includes a transfer from the Airport to the Symposium Hotel and/or from the Symposium Hotel to the Airport. Please note that Istanbul has two international airports: Atatürk International Airport at the European side and Sabiha Gökçen at the Asian side. Please make sure you book and indicate the correct flight.

Transport	Price	Arrival (time, flight no., direction)	Departure (time, flight no., direction)
One way (Ataturk International Airport – Mövenpick Hotel)	70€		
One way (Mövenpick Hotel - Ataturk International Airport)	70€		
One way (Sabiha Gokcen International Airport – Mövenpick Hotel)	105€		
One way (Mövenpick Hotel - Sabiha Gokcen International Airport)	105€		

Submitting Accommodation & Transportation Form

The Accommodation & Transportation Form has to be send to **FIGUR International Event Management Services Inc.** by fax: **+90 212 258 60 78** or by e-mail: eapa2015@figur.net

Cancellation of Transportation

No charge will be required for cancellations received before **May 27th, 2015**. Cancellations made after **May 27th, 2015** will be fully charged. To modify the number of people, respectively to change the name of travelers, please contact eapa2015@figur.net latest 72 hours before arrival time and date. After this time and date changes will not be allowed.



FIGUR
INTERNATIONAL

FIGUR INTERNATIONAL EVENT MANAGEMENT SERVICES INC.

19 Mayıs Mah. 19 Mayıs Cad. Nova Baran Center No:4 Şişli, 34360 İstanbul – Türkiye

Phone: +90 212 381 46 00 pbx Fax: +90 212 258 60 78 E-mail: eapa2015@figur.net



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ACCOMMODATION & TRANSPORTATION FORM

Payment

Payment of costs must be made when the Accommodation & Transportation Form is completed or a purchase order must be provided. All payments must be in EURO using one of the following methods:

1. Credit Card

This is the preferred method of payment. The following cards are welcome: Visa and Mastercard. Unfortunately American Express and Diners Cards cannot be accepted.

2. Bank Transfer

Payments can also be made by bank transfer. All transfer costs should be covered by the Payee. Payments can be made to the following account.

BANK ACCOUNT DETAILS

Account name : FIGÜR Uluslararası Etkinlik Yönetimi Servisleri A.S.

Bank : Garanti Bankası

Branch name : Valikonagi (183)

Account number : 9086229 (Euro)

Swift Code : TGBATRIS

Iban number : TR46 0006 2000 1830 0009 0862 29

Please quote delegate name as a reference on any remittance.

Delegates requiring invoices should provide a purchase order number and invoice department address if this is different from the address for correspondence on this form.

PLEASE NOTE: NO OTHER METHODS OF PAYMENT CAN BE ACCEPTED. REGISTRATION WILL NOT BE CONFIRMED UNTIL PAYMENT IS RECEIVED. ALL PAYMENTS MUST BE IN EURO.

CREDIT CARD : VISA MASTERCARD

CARD NUMBER : _____ EXPIRY DATE : ____/____ CVC2: _____

I hereby authorize **FIGÜR Uluslararası Etkinlik Yönetimi Servisleri A.S.** to charge the above mentioned amount from my credit card.

I fully accept the stated booking/ alteration / cancellation conditions.

SURNAME **NAME** **SIGNATURE**

For any further request please contact :



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