

ARRIVAL AND DEPARTURE INDIVIDUAL TRANSFER RESERVATION FORM

For Individual arrival and /or departure transfer
 please complete this form and return **by 1 October 2014**
 to the local conference organizer by e-mail to local@cop6russia.org

1. Personal Information

Title*	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/> Prof. <input type="checkbox"/> other (<i>please specify</i>):		
Name * (Exactly as in passport)	First name:		Last name:
Organization*			
Telephone* (incl. country code)		Fax (incl. country code)	
Mobile Phone (incl. country code)		E-mail*	

Arrival Details

Arrival Date: _____ Flight Number: _____ Airport of Arrival: _____
 Arrival Time: _____ Hotel in Moscow: _____

Departure Details

Departure Date: _____ Flight Number: _____ Airport of Departure: _____
 Departure Time: _____ Hotel in Moscow: _____

Accompanying Person Details

First name: _____ **Last name:** _____

2. Individual Transfer Reservation

Please circle the chosen vehicle and indicate the number of people for transfer.
 The rates indicated below are in Russian rubles, including VAT 18% per vehicle

Arrival Transfer Airport-Hotel

Type of vehicle	Vehicle model	Vehicle capacity	Arrival transfer rate	Number of people
Economy car	Ford Focus, Chevrolet Lacetti	Seating : max 2 pax Luggage: max 2	2,600	
Business car	Ford Mondeo, Nissan Teana	Seating : max 2 pax Luggage: max 2	2,950	
Business + car	Mercedes W-211 E class	Seating : max 2 pax Luggage: max 2	4,800	
Passenger Van	Mercedes Sprinter	Seating : max 15 pax Luggage: max 10	5,600	
Mini Van	Hyundai Grand Starex	Seating : max 5 pax Luggage: 5 max	4,200	

Departure Transfer Hotel-Airport

Type of vehicle	Vehicle model	Vehicle capacity	Departure transfer	Number of people
Economy car	Ford Focus, Chevrolet Lacetti	Seating : max 2 pax Luggage: max 2	2,600	

Business car	Ford Mondeo, Nissan Teana	Seating : max 2 pax Luggage: max 2	2,950	
Business + car	Mercedes W-211 E class	Seating : max 2 pax Luggage: max 2	4,800	
Passenger Van	Mercedes Sprinter	Seating : max 15 pax Luggage: max 10	5,600	
Mini Van	Houndai Grand Starex	Seating : max 5 pax Luggage: max 5	4,200	

3. General Terms and Conditions

- The deadline for booking is 01 October 2014.
- All reservations are subject to availability at the moment of booking.
- 100% prepayment for transfer is required at the moment of booking.
- Waiting time:
Airports — 2 hours after the ordered time;
Hotels — 30 minutes after the ordered time.
- Final confirmation will be provided by ACADEMSERVICE either by fax or email upon 100% prepayment.
- Any modification or amendment request to a transfer booking should be made in written form and sent to local@cop6russia.org no later than 01 October 2014.
- Cancellation request must be made in written and submitted to local@cop6russia.org no later than 01 October 2014 (no penalty will be imposed).
- Cancellations made after 02 October 2014 or No-Show are subject to 100% cancellation fee.
- Refund will be made by ACADEMSERVICE no later than 10 business days after cancellation. In case payment was made by a bank transfer, bank fees will not be refundable.

4. Terms of Payment

Payment can be made by Credit Card in RUB (AMERICAN EXPRESS and ELECTRON CARDS are not accepted) or by Bank transfer in RUB, USD or EURO.

Option 1

Credit Card: VISA MASTER CARD EUROCARD JCB

Card #: **Exp. Date (MMYY):** **CVV:**

Cardholder's name: _____

I hereby authorize Academservice LLC to debit my credit card indicated above for the amount due in RUB _____

Cardholder's signature: _____ Date: _____

Option 2

Bank Transfer in: RUB USD EURO (Bank fees are at participant charge)
You will receive an invoice in the equivalent amount to be paid in the selected currency

5. Disclaimer

In accordance with the requirements of Federal Law No. 152-FZ dated 27.07.2006 On Personal Data, herewith I give my consent to processing and transmission of personal data that I provided when placing this request to the ACADEMSERVICE LLC and other suppliers. This consent shall be valid till 31 October 2014 and shall apply to all persons named in this request. In addition, I guarantee and shall be responsible to ensure that all data specified in this request are true and correct. ACADEMSERVICE LLC are not responsible for any loss, injury, damage or destruction to any property or person, whatever the cause maybe.

I herewith confirm that I agree with terms and conditions and guarantee payment in case of late cancellation or no-show.

Signature: _____ **Date:** _____

For any queries or assistance please contact directly the local conference organizer ACADEMSERVICE :

E-mail: local@cop6russia.org

Phone: +7 (495) 627 24 70

Address: 28a Shipilovskaya str., 115563, Moscow, Russia