



HOTEL RESERVATION FORM

Please complete the hotel reservation form in block letters and return **by 01 October 2014**
to the local conference organizer by e-mail to local@cop6russia.org

1. Personal Information

Title*	Mr. Ms. Mrs. Dr. Prof. other (<i>please specify</i>):		
Name * (Exactly as in passport)	First name:		Last name:
Country *	Nationality *		
Organization type*	1) Party to the WHO FCTC (<i>write the name of the Party</i>)		
	2) Observer accredited to the COP (<i>select the Observer type</i>)		
	State non-Party (<i>write the name of the Party</i>)		
	Nongovernmental organization (<i>write the name of the Organization</i>)		
	Intergovernmental organization (<i>write the name of the Organization</i>)		
	UN or related agency (<i>please specify</i>)		
	3) Secretariat staff:		
Position*			
Telephone* (incl. country code)			Fax (incl. country code)
Mobile Phone (incl. country code)			E-mail*

2. Hotel Reservation

Please select your preferred hotel and room type from the list below.

The quoted rates are in Russian rubles, per room per night inclusive of VAT 18% and buffet breakfast.
The number of hotel rooms is limited.

Hotel Crowne Plaza 5* <u>Krasnopresnenskayaemb. 12;</u>					Distance to COP6 Venue – 0 km http://cpmow.ru/en/			
Room Category	Special rates for participants (in RUB)				Arrival date	Check-in time	Departure date	Check-out time
	Weekdays		Weekend					
	Single	Double	Single	Double				
Standard	8,700	10,750	6,100	7,850				
Hotel Golden Ring 5* <u>Smolenskaya Str. 5;</u>					Distance to to COP6 Venue – 3.9 km http://www.goldenringhotelmoscow.com			
Room Category	Special rates for participants (in RUB)				Arrival date	Check-in time	Departure date	Check-out time
	Weekdays		Weekend					
	Single	Double	Single	Double				
Standard	8,700	10,750	6,100	7,850				
Deluxe	9,200	11,250	6,600	8,350				
Hotel Radisson Slavyanskaya 4* <u>Europe Square, 2</u>					Distance to COP6 Venue – 3.1 km http://www.radisson.ru/en/slavyanskayahotel-moscow			
Room Category	Special rates for participants (in RUB)				Arrival date	Check-in time	Departure date	Check-out time
	Weekdays		Weekend					
	Single	Double	Single	Double				
Standard	7,800	9,200	5,000	6,400				

Hotel President 4* Bolshaya Yakimanka St. 24					Distance to COP6 Venue – 6.3 km http://www.president-hotel.ru/en/index			
Room Category	Special rates for participants (in RUB)				Arrival date	Check-in time	Departure date	Check-out time
	Weekdays		Weekend					
	Single	Double	Single	Double				
Standard	6,000	-	6,000	-				
Standard Modus	6,500	-	6,500	-				
Deluxe	6,700	8,500	6,700	8,500				
Deluxe Modus	7,700	9,000	7,700	9,000				
Hotel Korston 4* Kosygina St. 15					Distance to COP6 Venue – 9.9 km http://www.korston.ru/en/moscow			
Room Category	Special rates for participants (in RUB)				Arrival date	Check-in time	Departure date	Check-out time
	Weekdays		Weekend					
	Single	Double	Single	Double				
Standard	7,500	8,200	4,200	5,000				
Hotel Kassado Plaza 4* Mnevniky St. 3; bld. 2					Distance to COP6 Venue – 5 km http://kassado-plaza.com/en			
Room Category	Special rates for participants				Arrival date	Check-in time	Departure date	Check-out time
	Weekdays		Weekend					
	Single	Double	Single	Double				
Business	6,500	7,200	6,500	7,200				
Hotel Aerostar 4* Leningradsky Prospekt 37, bld. 9					Distance to COP6 Venue – 5.3 km http://www.aerostar.ru/en			
Room Category	Special rates for participants (in RUB)				Arrival date	Check-in time	Departure date	Check-out time
	Weekdays		Weekend					
	Single	Double	Single	Double				
Standard	4,200	5,000	4,200	5,000				
Hotel Arbat 3* Plotnikov lane 12					Distance to COP6 Venue – 3.6 km http://arbat.president-hotel.ru/en			
Room Category	Special rates for participants (in RUB)				Arrival date	Check-in time	Departure date	Check-out time
	Weekdays		Weekend					
	Single	Double	Single	Double				
Standard	4,800	6,000	4,800	6,000				
Standard Modus	5,200	6,400	5,200	6,400				
Deluxe	6,500	7,700	6,500	7,700				
Deluxe Modus	7,600	8,900	7,600	8,900				
Hotel Aeropolis 3* Leningradsky Prospekt 37, bld. 5					Distance to COP6 Venue – 4.5 km http://www.aeropolis.ru/en			
Room Category	Special rates for participants (in RUB)				Arrival date	Check-in time	Departure date	Check-out time
	Weekdays		Weekend					
	Single	Double	Single	Double				
Standard	3,600	-	3,600	-				

3. General terms and conditions

- The deadline for booking is 01 October 2014.
- All quoted rates are per room per night including breakfast and VAT 18%.
- Preferred room category will be subject to availability at the moment of receipt of the completed and signed hotel reservation form at local@cop6russia.org
- 100% prepayment for the first night is required at the moment of booking.
- 100% prepayment for the entire period booked is required before 26 September 2014
- An accommodation voucher will be required upon check-in at the hotel. The voucher will be provided by ACADEMSERVICE either by fax or email upon 100% prepayment of the total amount for the period booked.
- Check in after 15:00. Check out 12:00 noon.
- Check-in earlier than 15:00 is subject to 100% of the room rate for 1 night.
- Check-out between 12:00 and 18:00 is subject to 50% of the room rate for 1 night.
- Check-out after 18:00 is subject to 100% of the room rate for 1 night.
- All additional charges must be settled directly with the hotel's cashier counter upon check-out.

4. Terms of Modification and Cancellation

4.1 Crowne Plaza and Radisson Slavvanskaya Hotels:

- Modification of accommodation can be made without penalties no later than 26 September 2014.
- In case of modification of accommodation made after 26 September 2014, the cancellation fee charged to the participants will be equal to 100% of the amount of the originally period booked.
- Cancellation of accommodation can be made without penalties no later than 15 September 2014.
- In case of cancellation of accommodation made from 16 September 2014 till 26 September 2014 the cancellation fee charged to the participants will be equal to one-night cancellation fee.
- In case of cancellation of accommodation made after 26 September 2014 the cancellation fee charged to the participants will be equal to 100% of the amount of the whole period booked.
- In case of late arrival, early departure or no-show not notified in advance to ACADEMSERVICE, the cancellation fee charged to the participant will be equal to 100% of the amount for the whole period booked

4.2. Golden Ring, President, Korston, Kassado Plaza, Aerostar, Arbat and Aeropolis Hotels:

- Modification of accommodation can be made without penalties no later than 10 October 2014.
- In case of modification of accommodation made after 10 October 2014 the cancellation fee charged to the participants will be equal to 100% of the amount of the originally period booked .
- Cancellation of accommodation can be made without penalties no later than 26 September 2014.
- In case of cancellation of accommodation made from 27 September 2014 till 10 October 2014 the cancellation fee charged to the participants will be equal to one-night cancellation fee.
- In case of cancellation of accommodation made after 10 October 2014 the cancellation fee charged to the participants will be equal to 100% of the amount of the whole period booked.
- In case of late arrival, early departure or no-show not notified in advance to ACADEMSERVICE, the cancellation fee charged to the participant will be equal to 100% of the amount for the whole period booked.

5. 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 authorise Academservice LLC to debit my credit card indicated above for the amount due in RUB (first night at the time of booking and the remainder amount for the period booked on 26 September 2014)_____

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

6. 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 accommodation 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 accommodation 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:

Email: local@cop6russia.org

Phone: +7 (495) 627 24 70

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