ACCOMMODATION BOOKING FORM

To complete and return to Global Conferences Please read terms and conditions carefully

WAN

WORLD EDITORS FORUM

60th World Newspaper Congress
14th World Editors Forum
Info Services Expo
2007 Cape Town SOUTH AFRICA

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1. DELEGATE DETAILS – Please complete a separate form for each delegate

Title: ☐ Prof ☐ Capt ☐ Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Mis

First / Given Name: _____

Surname: _____

Organisation / Company / Institution: _____

Full Postal Address: _____

_____ Postal Code: _____ City: _____

Country: _____ E-mail: _____

Telephone Code: _____ Number: _____ Fax Code: _____ Number: _____

Passport Number: _____ VAT Registration N°: _____

Sharing with: _____

2. CHECK IN AND OUT DATES

Check in date	☐ Fri 1 June	☐ Sat 2 June	☐ Sun 3 June	☐ Mon 4 June	**Other**.....
Check out date	☐ Wed 6 June		☐ Thu 7 June		**Other**.....

3. SPECIAL REQUESTS

Please request a: ☐ Smoking room ☐ Non-smoking room ; Special request.....

Exchange rate at time of printing: 1 Euro = 9.4 Rand (ZAR) ; 1 USD = 7.3 Rand (ZAR)

4. ACCOMMODATION BOOKING

The rates below are in ZAR (SA Rand) and includes 14% VAT, breakfast and the 1% tourism levy

HOTEL CHOICE	Single Occupancy	Double Occupancy ☐ Twin beds ☐ Double bed	No. of Nights	TOTAL ZAR
★★★★★ HOTELS				
Arabella Sheraton Grand Hotel				
Deluxe / Superior room	☐ R1595	☐ R1810		
Grand Deluxe room	☐ R1905	☐ R2090		
Towers Deluxe room	☐ R2095	☐ R2340		
The Table Bay Hotel				
Standard room	☐ R1800	☐ R1950		
★★★★ HOTELS				
The Southern Sun Cullinan				
Standard room	☐ R1240	☐ R1520		
The Commodore				
Standard room	☐ R1125	☐ R1630		
★★★ HOTELS				
City Lodge Waterfront				
Standard room	☐ R850	☐ R1140		
Hollow on the Square				
Standard room	☐ R555	☐ R666		
Capetonian				
Standard room	☐ R1000	☐ R1250		

5. AIRPORT TRANSFERS

Arrival transfer	**From**		**Flight number**		**Arrival time**	
Arrival date	☐ Fri 1 Jun	☐ Sat 2 Jun	☐ Sun 3 Jun	☐ Mon 4 Jun	☐ Tue 5 Jun	☐ Wed 6 Jun
Specify arrival date						
Departure transfer	**From**		**Flight number**		**Departure time**	
Departure date	**Please specify your departure date**					
Specify departure date						
Price	**R130 per person/per transfer**					

6. METHOD OF PAYMENT

ACCOMMODATION PAYMENT	**RAND TOTAL PAID**	

☐ I have requested my bank to make an electronic transfer and will send you a copy of the documents.
Please use your Name & Surname as reference when making deposits and electronic transfers.

ACCOUNT NAME	:	Global Conferences Africa (Pty) Ltd t/a WAN 2007
BANK	:	First National Bank
BRANCH	:	Claremont
BRANCH CODE	:	200109
ACCOUNT NUMBER	:	**62102487239**
SWIFT CODE	:	FIRNZAJJ

☐ I authorise you to debit my credit card with the amount indicated above

Card holders name
Card number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ ☐ **Visa** ☐ **MasterCard** ☐ **Amex** ☐ **Diners**
CCV no ☐☐☐ (last three digits on the back of the card – or front – if available)
Expiry date ☐☐ / ☐☐
Amount

7. CONFIRMATION OF ACCOMMODATION BOOKING

I confirm that I have read and agree with the terms and conditions of this registration and authorise payment as indicated above.

Signature: ..... Date: .....

8. TERMS AND CONDITIONS

Payment Policy
Once you have accepted your allocation, a one (1) night's deposit is required within 10 working days of you having received your invoice. A credit card number is required to guarantee the balance of your accommodation.

Cancellation Policy
All cancellations received prior to the 1st March 2007, will be charged a 10% cancellation fee. After the 1st March 2007, the cancellation fee equal to one (1) night's deposit will be charged. All cancellations received after the 1st May 2007, will be liable for the full accommodation period. No refunds will be accepted for cancellations after the 1st March 2007.
Please ensure that you clearly indicate your billing instructions for the invoice, i.e. contact details, address, telephone and fax numbers.

Availability
Accommodation is guaranteed until the 1st March 2007. Thereafter it will be subject to availability.
All rates and quoted and charged in ZAR (South African Rands). Due to the fluctuating exchange rates, it is advisable to regularly check the conversions.
Alternative accommodation is available upon request. Please contact Global Conferences to discuss these options.