

Individual Accommodation Form

for ISMB/ECCB 2004

31 July - 4 August 2004 • Glasgow • Scotland

Please type or print in BLOCK LETTERS and return with your payment to:
 Concorde Services Ltd (ISMB), 4B, 50 Speirs Wharf, Port Dundas, Glasgow, G4 9TB, Scotland, UK
 Tel: +44 (0) 141 331 0123 Fax: +44 (0) 141 331 0234 Email: housing04@ismbconf.org

Please complete one form per delegate. Please photocopy this form should you require any additional copies.

Personal Details

Serial No. (for office use only)

Family Name: Title: (Prof/Dr/Mr/Mrs/Ms/Miss)

First Name:

Address for Correspondence:

Organisation:

Address:

City: Post/Zip Code: Country:

Telephone: Fax: Email:

Accommodation	(X) Single	(X) Twin	(X)* Double	Arrival Date	Departure Date	No of Nights	Deposit Required	Total
Category A							£140.00	£
Category B							£135.00	£
Category C							£81.00	£

Category D - Premier Lodge Glasgow City	(X) Single	(X) Twin	(X)* Double	Arrival Date	Departure Date	No of Nights	Cost per Night	Total	
Full Payment							@ £50.00	£	
Fixed administration fee for Premier Lodge Glasgow City							@	£10.00	£

Category E - Glasgow University	(X) Single	(X) Twin	(X)* Double	Arrival Date	Departure Date	No of Nights	Cost per Night	Total
Full Payment		N/A	N/A				@ £31.00	

Hotel Choices

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*In the event of a double room not being available in your preferred hotel, a twin room will be allocated.
 Please note that a double room is a room with one large bed and a twin room is a room with two single beds.

Payment Details

Visa Mastercard Amex Switch / Delta (UK only)
 Issue No. (Switch Cards only)

Start date
Expiry date

Last 3 digits on reverse of card

* £15.00 bank charge if paying by bankers draft or cheque not drawn on a UK bank account (900) £

Bankers draft or cheques payable to: Concorde Services/ISMB in pounds sterling drawn on a UK Bank

Total Amount Due £

Home address or address to which credit card correspondence is sent if different:

I HAVE READ AND ACCEPT THE CANCELLATION TERMS AS DETAILED ON THE WEBSITE

Signature: Date:

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Housing Terms and Conditions of Booking

Concorde Services Ltd have been appointed as the Housing Bureau for ISMB/ECCB 2004.

Accommodation has been reserved in various price categories throughout Glasgow for ISMB/ECCB 2004 at preferential rates per room per night. Rooms will be offered on a "first come first served basis"

Hotel Category	Single Room	Double/Twin	Deposit Required
Category A	£130.00	£140.00	£140.00
Category B	£106.00 - £125.00	£117.00 - £135.00	£135.00
Category C	£69.95 - £80.00	£69.95 - £81.00	£81.00
Category D	£50.00	£50.00	Full payment
University	£31.00	N/A	Full payment

All room rates will be confirmed on your accommodation acknowledgement and will be inclusive of VAT at the current rate of 17.5%, service charge and full Scottish breakfast, unless otherwise indicated.

Reservations for Individual Bookings

Reservations should be made on-line and must be secured by a deposit, payable by credit card (Visa, Mastercard or American Express). Please note that bank charges are the responsibility of the payee. Reservations must be received by 18 June 2004, thereafter accommodation will be subject to availability.

Concorde Services/ISMB/ECCB 2004 will endeavour to meet all accommodation requests. However should your preferred hotel choice be unavailable, we reserve the right to make your booking at the nearest available alternative.

Your reservation will be confirmed once Concorde Services/ISMB/ECCB 2004 has received the required deposit. The pre-paid deposit will be deducted from your hotel bill when checking out. The remaining amount should be settled directly with the hotel on departure.

Category D - Premier Lodge Glasgow City

Full payment is required for the Premier Lodge Glasgow City. Please note that there is a fixed administration charge of £10.00 on any booking reserved at the Premier Lodge. (This should be added to the total cost of your full pre-payment.)

Category E - Glasgow University, Queen Margaret Halls

Full payment is required for Queen Margaret Halls at Glasgow University

Group Bookings

Should you wish to reserve 10 rooms or more please contact Concorde Services direct for group terms and conditions.

Cancellations, amendments and substitutions for Individual Bookings

Cancellations must be received in writing to Concorde Services Ltd before 18 June 2004. Prior to this date deposits will be refunded less a £50 administration charge. After 18 June 2004 deposits are non-refundable. However, substitution of attendees may be made at any time as long as prior notice in writing is received.

In the event of non-arrival the hotel will release the reservation by 0900 hours the following day and the deposit is non-refundable. In case of late cancellation, after 21 July 2004, or no shows, the hotel reserves the right to charge the full stay if they are unable to re-sell the room.

Cancellation for the Premier Lodge Glasgow City and Queen Margaret Halls must be received in writing to Concorde Services Ltd before 18 June 2004 for a full refund, less a £50.00 administration charge. On or after 19 June full payment is non-refundable.

Contact Details:

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Disclaimer

All best endeavours will be made to present the hotel information as printed. However, the Housing Bureau reserve the right to alter or cancel, without prior notice, any arrangements, timetables, plans or other items relating directly or indirectly to the Congress, for any cause beyond its reasonable control. The Housing Bureau are not liable for any loss or inconvenience caused as a result of such alteration. In the event of cancellation of the Congress after 18 June 2004 all pre-paid accommodation fees will be refunded in full. However, the Congress organisers and its agents are not liable for any loss or inconvenience caused as a result of such cancellation. Delegates are advised to take out their own travel insurance and to extend their policy to cover personal possessions as the Congress does not cover individuals against cancellation of bookings or theft or damage to belongings.