

**Conference Management**

Viajes El Corte Inglés, S.A. - **MICE Division**  
Gran Vía Fernando el Católico nº 3 - 46008 VALENCIA  
T: +34 963 107 189 / F: +34 963 411 046  
E-mail: [accommodationecoc2015@viajeseci.es](mailto:accommodationecoc2015@viajeseci.es)  
Web: [www.ecoc2015.org](http://www.ecoc2015.org)



**CREDIT CARD AUTHORIZATION**

Date : \_\_ / \_\_ / 2015

Attendant to Conference : **Name & Surname** : \_\_\_\_\_

Mr. / Mrs.: \_\_\_\_\_ (credit card holder) by signing this form

Authorizes Viajes El Corte Inglés S.A. to charge \_\_\_\_\_ € on the credit card:

VISA                       MASTER CARD                       AMEX                       DINERS

Number:

Expiration Date:   /   (mm/yy)                      CVV:

**CONCEPT: Accommodation ECOC 2015**

Passport or Tax Identification Number (for companies): \_\_\_\_\_

**SIGNATURE:**

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### BOOKING AND PAYMENT OF INDIVIDUAL HOTEL RESERVATION

- \* Upon receipt of the booking the ECOC Congress 2015 Touristic Secretariat will charge **first night as deposit of guarantee**.
- \* The remaining amount due for the entire accommodation costs must be paid on **July 25** or accommodation cannot be guaranteed. Alternatively a bank transfer for the entire accommodation amount can be made by this date.
- \* Bookings requested **From July 26**, will be fully paid to be confirmed.
- \* **From August 26**, only payment made by credit card will be accepted, which total amount will be debited upon receipt of the booking.

### CANCELLATION AND CHANGE OF INDIVIDUAL HOTEL RESERVATION

- \* All changes and cancellations must be sent in writing to the ECOC Congress 2015 Touristic Secretariat ([accommodationecoc2015@viajeseci.es](mailto:accommodationecoc2015@viajeseci.es)). Please, note that hotels will not accept any changes or cancellations directly.
- \* **Cancellations** received **before June 25 the deposit will be reimbursed**.
- \* For **cancellations** received **between June 25 and August 25, one full night** will be charged by the ECOC Congress Touristic Secretariat.
- \* For **cancellations** received **after August 25, no refunds** will be possible.
- \* **Name changes** will be accepted **until September 11**.