



European Commission TRACES Seminar Palermo-Italy 28 – 30 October 2009

GENERAL INFORMATION

LOCAL ORGANIZING SECRETARIAT:



BGE EVENTI & CONGRESSI

Via G. Bonanno n. 61 – 90143 Palermo

Ph. 0039.091.306887 - Fax. 0039.091.6260945 -

Mail: info@bgeventi.com Contact Person : Mrs. Valentina Borgese

CONFERENCE VENUE

Grande Albergo Sole

Via Vittorio Emanuele 291 – 90100 Palermo

REGISTRATION

Registration is free but compulsory and has to be addressed and sent, **NOT LATER than 14 October 2009**, to the local Organizing Secretariat by mail at info@bgeventi.com or by fax at 0039.091.6260945

REGISTRATION INCLUDES:

- Participation to the conference
- Transfers from and to Palermo Airport to the hotel (grouped transfer will be provided according to flight schedule)
- Welcome dinner on 27 October 2009
- Coffee breaks as per program
- Lunches and dinners as per program
- Cultural visit on 30 October 2009

HOTEL ACCOMMODATION

Rooms at the conference venue are **available within 15 October 2009**.

From 16 October 2009 rooms & rates availability will be on request.

Grand Albergo Sole **** (conference venue)

- Double room in single use € 120,00
- Double room € 153,00

Other hotel downtown (almost 150 mt. far from conference venue)

Centrale Palace Hotel ****

- Double room in single use € 130,00
- Double room € 163,00

HOW TO PAY

- bank transfer (in this case agency fee will be € 24,00 vat included) for each room
- by credit card in this case agency fee will be € 30 vat included for each room

TERMS AND CONDITIONS & CANCELLATION POLICY FOR THE HOTEL

- Bookings can be done through the “reservation form” to be sent to BGE Eventi & Congressi by e-mail to info@bgeventi.com or fax to no. 0039.091.6260945
- Reservation will be considered fully completed only if BGE receives reservation form duly signed together with copy of the bank transfer.
- Any request sent without the payment of the entire amount of hotel reservation, will not be accepted.
- BGE Eventi & Congressi will issue the invoice of your stay and of the agency fee.
- All extras must be settled in full directly at the hotel at the check – out.
The hotel will issue the invoice.
- Confirmation of your accommodation booking will be sent to you by email or fax from BGE Eventi & Congressi

RESERVATION RATES

- Hotel rates indicated are per room per night, breakfast and VAT and taxes included.

RESERVATION CHANGES

- Any change must be notified by fax or email to BGE Eventi & Congressi and not to the hotel.

ARRIVAL AND DEPARTURE

Hotel Check-in time - from 2.00 pm - Hotel Check-out time - not later than 10.00 am
Please indicate on your registration form or notify the Organizing Secretariat in writing if you arrive at your hotel after 6 p.m. Without any written communication your room will be released as no-show and BGE Eventi & Congressi will cancel your booking without this entitling you any compensation.

CANCELLATION POLICY

Any cancellation must be notified by fax or e-mail to:
BGE Eventi & Congressi Mail: info@bgeventi.com - Fax. 0039.091.6260945

HOTEL CANCELLATION:

Within October 15 th , 2009	0% penalty
From October 20th , 2009	penalty of 1 night
From October 24th, 2009	penalty of your entire stay

All reimbursements will be made after the congress upon request
and after presentation of your bank details.
Administrative charges of € 40,00 will be deducted from the refund.