



BOOKING REQUEST

Please complete the form with all the information requested and send it as a single file to incoming@itinere.re.it
Subject: *Hotel reservation for 1st TNT Meeting Thyroid Nodule Therapies – November 15 and 16, Reggio Emilia*

Surname: _____ Name: _____

Address: _____ Phone number: _____ Email: _____

The rates below have to be considered per room per night (breakfast included)

Room availability for the nights of 14,15 and 16 November 2019

HOTELS	CATEGORY	SINGLE ROOM	DOUBLE ROOM FOR SINGLE USE	DOUBLE ROOM
ALBERGO DELLE NOTARIE	4****		<i>standard</i> €120,00	<i>standard</i> €145,00
			<i>deluxe</i> €140,00	<i>deluxe</i> €175,00
HOTEL POSTA	4****	€100,00	<i>junior suite</i> €150,00	<i>junior suite</i> €190,00
ALBERGO MORANDI	3***		<i>standard</i> €95,00	<i>standard</i> €110,00
			<i>superior</i> €105,00	<i>superior</i> €125,00
HOTEL EUROPA	4****		€110,00	€130,00
ALBERGO REGGIO	3***	€80,00	€110,00	€120,00

ROOM	HOTEL NAME	NAME SURNAME 1° PERSON	NAME SURNAME 2° PERSON	ARRIVAL DATE	DEPARTURE DATE	N° NIGHTS	TIPOLOGY OF ROOM specify <u>DOUBLE ROOM FOR</u> <u>SINGLE USE</u> or <u>DOUBLE ROOM</u> or <u>TWIN ROOM</u> and category of the room	TOTAL AMOUNT PER ROOM (Rate per N° NIGHTS)
1								
2								
3								
4								
5								
6								

**TOTAL AMOUNT RESERVATION FOR
ALL THE BOOKED ROOMS
(Total amount of the invoice)**

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SPECIAL REQUESTS:



TRANSFER SERVICE FOR THE 1st TNT MEETING
(ONLY FROM/TO HOTELS-MEETING VENUE)

The transfer service for the meeting is free and reserved exclusively for those who booked hotels through Itinere Agency.
We kindly ask you to confirm the need to use the transfer service together with the hotel booking request form. Please, fill the form below in all its fields.

Customer Name (Transfer service booking contact person): _____

Phone number and e-mail: _____

Number of persons (in case of group): _____

- I need the service for internal transfers during the days of the Conference (hotel-meeting venue a / r for the 15 and the 16 of November)
The timetable of the these transfers will be sent to you by email before the event.

TRANSFER SERVICE FOR/TO AIRPORT AND TRAIN STATION

The transfer service for the guests who need pick up and/or drop off from/to airport or train station has to be booked specifying your travel details and payed to our agency in addition to the rooms by bank transfer.

- Arrival (please specify the airport/train station, the time of arrival, number of flight/train, number of people, hotel in Reggio Emilia) :

- Departure (please specify the time of your flight/train, number of people, hotel in Reggio Emilia for the pick up) :



PAYMENT AND BOOKING CONFIRMATION

1. Upon receipt of this form, our agency will send you an e-mail of receipt of the reservation request with data for payment by bank transfer. Otherwise you can pay by credit card through our SumUp/PayPal account paying the additional fee on the cost of the services booked.
Usually we will answer you within 48 hours, but just consider that our agency will be close for summer holidays from the 29th of July to the 20th of August.
So if you will send your request during the summer closure, you will receive an automatic reply firstly, then we will answer you with the booking confirmation after the 20th of August.
2. If within 5 working days from the sending of the data for the bank transfer, we will not have received the payment, the rooms will be automatically released and the reservation will be considered cancelled.
3. Subsequently, upon receipt of the payment, we will send you the invoice by email, with the data that you have communicated to us in this form..

Only with the received payment, the services are actually booked.

BILLING INFORMATION FOR THE INVOICE

INVOICE HOLDER _____ VAT NUMBER _____
ADDRESS _____ CITY: _____ STATE: _____

NOTES: In case of cancellation, modification of the reservation or no show, the possible penalties provided by the chosen hotel will be applied.

The number of rooms is limited, therefore subject to availability. Remember that any EXTRA must be paid by the guest on site.

There is no local tax at the moment in Reggio Emilia.

DATE _____ SIGNATURE _____

ITINERE SRL - Incoming Tour Operator

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