16th Nordic Congress of General Practice
Copenhagen- Denmark
13 – 16 May 2009

ACCOMMODATION FORM

Please repeat full name of active participant here:

Last Name:_____ **First Name(s):**_____

Email:_____ **Fax:**_____

Please fax completed Accommodation Form with credit card number, expiry date and signature of cardholder to: ICS A/S , fax: +45 3946 0515

Hotel	Category	Single room DKK *per night*	No. of rooms	Double Room DKK *per night*	No. of rooms
Copenhagen Admiral Hotel	4****	1.925 (approx. € 258)		2.050 (approx. € 275)	
Imperial Hotel	4****			1.705 (approx. € 229)	
Scandic Hotel Copenhagen	4****	1.440 (approx. € 193)		1.640 (approx. € 220)	
Scandic Hotel Webers	4****	1.390 (approx. € 188)		1.610 (approx. € 218)	
Copenhagen Crown	3***	1.299 (approx. € 174)		1.399 (approx. € 188)	
Cab Inn Scandinavia	2**	605 (approx. € 82)		795 (approx. € 107)	

All above mentioned rates are per room per night and include breakfast and all taxes.

Hotel Preference: 1st Choice: **2nd Choice:**

ARRIVAL AND DEPARTURE

Arrival date: / 2009 **Departure date:** / 2009 **N° of nights:**

Special Requests:

Please note that rooms will be allocated on a first come first served basis. It is advisable to book as early as possible. Hotel reservations cannot be processed unless a complete credit card guarantee has been made. ICS cannot guarantee availability later than 30 days prior to the congress. ICS will, however, make every effort to comply with your request.

Terms and Conditions

The credit card information you provide will, with regards to accommodation, be used towards the hotel as well as to ICS to guarantee your room reservation. The credit card guarantee below is required information for booking of any hotel room above. In case of no-show, arrival after the reserved date or departure before the reserved date and cancellation, ICS or the hotel may charge your credit card with the amount corresponding to the full stay requested. Payment is made directly to the hotel upon check-out. Carefully study the terms and cancellations fees below before booking your accommodation.

Cancellation Policy

Notification of changes and cancellation must be made in writing and mailed, faxed or e-mailed to the ICS A/S. An administration fee will be charged depending on the date the change or cancellation is received by ICS A/S.

Change fee - hotels:
Change of hotel, guest, number of nights or dates: DKK 200

Hotel cancellation fees:
Until 1 February 2009: DKK 200
Between 2 February - 15 March 2009: DKK 375
After 15 March 2009: Minimum rate for one night. ICS A/S reserves the right to charge for the full stay depending on the hotels' terms and conditions

Credit cannot be given for late arrivals or early departure. All refunds will be processed after the congress.

Credit Card: ☐ American Express ☐ Diners Club ☐ Master Card/ Eurocard ☐ VISA ☐ Dankort

Card N°: | | | | | | | | | | | | | | | | | | | | |

Expiry Date: | | | | | **The Card ID or Card Validation Code is 3 digit code found on the back of your credit card (or 4 digit code on the American Express cards):** | | | | |

Name of cardholder *(PRINT Please!)*:_____

Date: Signature of Cardholder:

Please return this form to:
ICS A/S , P.O. Box 41, Strandvejen 169-171, DK-2900 Hellerup , Fax: +45 3946 0515

Please take a copy of this document for your own record