

VENUE AND ACCOMMODATION

Dear participants in the **6th SWAN Progress Meeting**,

As you already know, the meeting will take place in **Sofia, Bulgaria, 20-24 April 2015**.

The **venue** we have chosen for the meeting is located in Sofia historical downtown - **Hotel Arena di Serdica**. Here is a link to the hotel website: www.arenadiserdica.com.

For the **accommodation** we strongly recommend the same hotel, since it provides us a **special offer** for the guests of the event.

The **prices** of the offer for **Classic/Executive room** are:

Single/Double: **90.67/111.34 €** per night

This offer is valid for the period **18-26.04.2015**, if you would like to extend your stay the weekends before and after the PM.

Reservations can be made through the hotel website, using the **Promo code**: **UMI IGlobes**

The reservations should be made by 01.04.2015! Later reservations will be charged the regular room price.

The **payments** can be made by **filling** the attached **Charge Form** and **sending** it to: reservations@arenadiserdica.com. For any questions, related to your payment or reservation, please use the same e-mail.

For your information:

The regular prices of the rooms, which are valid before 18 and after 26 April, and if you don't use the promo code, are as follows:

	Single	Double
Classic Room	210 €	230 €
Executive Room	230 €	250 €
Junior Suite	280 €	280 €
Deluxe Suite	300 €	300 €

If you have any questions, please don't hesitate to contact Kremena (kbboyanova@gmail.com) or Rositsa (rossitza.y@gmail.com).

Feel free to forward this information to your team members and guests/stakeholders that might be interested.

CHARGE FORM

UMI IGlobes/ University of Arizona

Event 20 – 24.04.2015

TO:

Merchant name: Arena di Serdica Residence Hotel

Merchant address: Budapeshta str. 2 - 4

City, ZIP: Sofia 1000

Phone: + 359 2 8 10 77 77 **Fax:** + 359 2 810 77 70

E-mail: *hotel@arenadiserdica.com*

FROM: _____

Phone: _____

Fax: _____

E-mail: _____

Credit card: (circle one) **Amex** **Diners** **MasterCard** **Visa** **Euroline -Amex**

Card Number: _____

Expiration date: _____ / _____

CVV code: _____

Cardholder's name: _____

Bank name: _____

Billing Address: _____

City,State,ZIP: _____

Cardholder's signature: _____

Product Information: _____

/describe details about the type of merchant's business, that are specified by the customer when choosing a product/ service/ _____

Total price : _____

Single room: 90.67 €

Double room: 111.34 €

Reservation, Cancellation and Enrollment Policies:

All reservations must be guaranteed by a valid credit card.

- Authorization for the first night will be made as a guarantee of your booking.
 - ✓ Cancel 5 day prior to arrival to avoid 1 night charge. In case of “**No Show**” your credit card will be charged 1 night.
- Advance Deposit is required for “**Non Refundable**” rates:
 - ✓ Full prepayment at the time of the booking. The credit card will be charged immediately
 - ✓ Cancellations and refunds are not possible
 - ✓ Bookings cannot be changed

Notes and comments:

- In case the cardholder pays for another customer he/she must obligatory point his/her name

By signing the above mentioned, I accept all payments, cancellation and reservation policies as stated by _____ representative. I hereby give permission to Arena di Serdica Residence Hotel to charge my credit card to the amounts stated above. I also agree any extra charge, established /in case they arise/, to be charged to my card as well.