

Delegate registration and hotel booking form

(If you are booking for several people from your company/organisation, please complete **one form per participant**)

To be returned with full payment to : Cité des Congrès de Nantes

5, rue de Valmy BP 24102 – 44041 Nantes Cedex 1 France – Fax : + 33 (0)2 51 88 22 91 - Email : registration@congres-nantes.fr

Delegate details (please write in capital letters : these details will appear on your badge and on the delegate list)

Mr. Ms Mrs

SURNAME.....First name.....

Job title.....

Company/organisation.....

Street Address.....

Postcode.....Town/City.....Country.....

Phone.....Fax.....E-mail.....

Partner (person not attending the conference):

SURNAME.....First name.....

Registration fee to 'ISPS Conference'

I register to "ISPS Conference"

590 euros

Registration includes: access to conference sessions and round table discussions, delegate pack, coffee breaks, welcome cocktail, closing cocktail party and lunches and gala dinner.

Important: Please specify whether you will attend

the cocktail on Thursday 23th June 2005

the lunch on Thursday 23th June 2005

the lunch on Friday 24th June 2005

the gala diner on Thursday 23th June 2005

the closing cocktail party on Friday 24th June 2005

Cancellation policy: cancellation and modification requests should be faxed to:

Cité des Congrès de Nantes + 33 (0)2 51 88 22 91.

Cancellation before 10th June 2005: refund of the amount paid less a 100-euro cancellation fee

Cancellation after 10th June 2005: no refund

Gala dinner for partner

"Gala dinner" registration fee for partner

75 euros

Registration fee for the visits

Social programme for partners (within the limit of the places available)*

Discovery of La Baule and the Guérande Penninsula, Thursday 23th June 2005 (9am – 5pm)

84 euros

Visit of the City of Nantes through different ages, Friday 24th June 2005 (9am – 12am)

21 euros

Social programme post-congress (within the limit of the places available)

Oenology, vineyards and wines: discovery of the regional production, Saturday 25th June 2005 (9:30am – 5pm)

68 euros

Visit of Port Authority of Nantes Saint-Nazaire and Escal'Atlantic (9am – 5pm)

48 euros

(the Tourist Office in Nantes Métropole reserves the right to cancel the visit if the number of participants is lower than 20. Later refunding of the cost of the visit) *subject to the minimum number of participants

Important: cancellation policy: cancellation and modification requests of the social programme should be faxed to:

the Convention Center in Nantes + 33 (0)2 51 88 22 91:

Cancellation before 20th May 2005: refund of the amount paid less a 5.00 euros cancellation fee

Cancellation after 20th May 2005: no refund

Hotel booking

Hotels are located close to the conference centre and to the city centre.

I wish to book:

Single (1 person) **Double** (2 persons /1 big bed) **Twin** (2 persons / 2 beds)

Check in:June 2005

Check out:June 2005

Hotel category	Range of rates/night in euros (breakfast is not included)		Deposit + administration fee	Total to be paid per room (1)
	single	Double or twin		
**** (chain)	130 euros	140 euros	130 + 10 euros	140 euros
*** (chain)	90 / 100 euros	90 / 110 euros	100 + 10 euros	110 euros
*** (traditional)	70 / 85 euros	75 / 95 euros	80 + 10 euros	90 euros
** (traditional)	60 / 65 euros	65 / 75 euros	60 + 10 euros	70 euros

(1) This amount must be paid per room on reservation, whatever the duration of your stay or the number of people per room. In case of no show the day you planned to arrive at the hotel, there will be no refund of your deposit.

The balance will be paid directly to the hotel

Important : no reservation will be made without the corresponding deposit for the selected category of hotel. Confirmation will be sent by post, together with a map of Nantes. The number of rooms is limited: bookings will be processed on a "first come, first served" basis. For forms received less than one month before the date of arrival, reservations will be registered according to hotels availability. Allocation of a room is definitive and can not be subject to any modification.

Cancellation policy for accommodation: Only cancellations received by post or fax at the Cité des Congrès (address below) 10 days prior to the arrival date will allow a refund of the deposit except a 10 euros administration fee (per room).

Transport

- Please send mereduction coupon(s) for the French SNCF rail network
 Please send me the Air France booking code giving access (reduction on the international network and up to 50 % of reduction on the national network)

Summary – individual registration

Registration fee for "ISPS Conference		_____ euros
<i>Separate payment is accepted for the following reservations :</i>		
Hotel down payments (according to the selected category)		_____ euros
Gala dinner for partner	75 euros X.....person(s)	_____ euros
Discovery of La Baule and the Guérande Penninsula	84 euros x person(s)	_____ euros
Visit of the City of Nantes through different ages	21 euros x person(s)	_____ euros
Oenology, vineyards and wines	68 euros x..... person(s)	_____ euros
Visit of Port Authority of Nantes Saint-Nazaire and Escal'Atlantic	48 euros x..... person(s)	_____ euros
TOTAL NOW DUE (Including 19,6% of VAT)		_____ euros

Payment method

Registration will not be processed without full payment

- Cheque in euros** made out to: « ISPS Conference - Cité des Congrès de Nantes Métropole »
 By bank transfer in euros made out to "ISPS Conference - Cité des Congrès Nantes Métropole " before the 20th May 2005 (please attach a copy of your bank transfer)

Bank name CIO Nantes Champs de Mars Bank Code 30047 Branch code 14055 Account number 00066604920 Key 65
IBAN Code FR76 3004 7140 5500 0666 0492 065 BIC Code CMCIFR2N

- By personal **credit card** in euros By Company credit card in euros
 VISA MASTERCARD EUROCARD

Card holder's name.....

Credit card number.....

Expiry date.....

I authorise immediate charge ofeuros

- I here attach **an order form** to ensure that my company/organisation is covering the ISPS Conference congress fee with order Port Autonome de Nantes Saint-Nazaire

(order forms are not valid for hotel reservations and visits)

Date.....Signature.....

Invoicing address (if different from the registration address mentioned above)

Contact person..... Phone.....
Company/organisation.....
Address.....
Postcode.....Town/cityCountry.....

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