



## ACCOMMODATION REQUEST FORM FOR CONFERENCE: DECISION MAKING FOR SMALL AND MEDIUM-SIZED ENTERPRISES

A limited block of rooms has been reserved at the hotel Mercure Ostrava Center for 4<sup>th</sup> - 5<sup>th</sup> May 2017 and can be booked by participants at special rates on a first come, first served basis:

- Single room accommodation is available for conference participants at **EUR 50 / CZK 1355 per night**
- Double room accommodation is available for conference participants at **EUR 62 / CZK 1680 per night**

Rates are including breakfast and VAT. Access to the hotel wellness centre (fitness room, steam bath) and Wi-fi connection is available free of charge for the hotel guests!

### CANCELLATION POLICY:

You may cancel the reservation one day prior the arrival without any charges. In case of no show first night will be charged.

Please fill out the below table to guarantee your booking. Thank you very much!

<b>Guest First name:</b>		<b>Guest Surname:</b>	
<b>Email address:</b>		<b>Telephone / fax number:</b>	
<b>Arrival Date:</b>		<b>Departure Date:</b>	
<b>Standard single room</b> EUR 50/room CZK 1355/room	YES/NO	<b>Standard double room</b> EUR 62/room CZK 1680/room  <b>Standard twin room</b> EUR 62/room CZK 1680/room	YES/NO <b>DBL (1 big bed)</b> <i>or</i> <b>TWIN (2 separated beds- only 13 rooms)</b>
<b>Superior single room</b> EUR 71/room CZK 1924/room	YES/NO	<b>Superior twin room</b> EUR 83/room CZK 2249/room	YES/NO <b>TWIN (2 separated beds)</b>
<b>Transfer from/to the airport</b> CZK 750 (one way)	YES/NO	<b>Transfer from/to the main train station</b> CZK 100 (one way)	YES/NO
<b>Credit card holder:</b>			
<b>Type:</b>			
<b>Number:</b>			
<b>Expiration date:</b>			

<b>Hotel Employee's name:</b>	
<b>Confirmation number:</b>	
<b>Signature:</b>	