



# ATCE 2010 HOUSING REQUEST

20-22 SEPTEMBER 2010 • FLORENCE, ITALY

**DEADLINE:  
15 July 2010**

## Book your housing reservation online at [www.spe.org/atce/2010](http://www.spe.org/atce/2010)

Make your reservations online in real-time—no need to wait and wonder if your preferred hotel is available. You can also see hotel descriptions, photos, and location maps.

### WEB:

[www.spe.org/atce/2010](http://www.spe.org/atce/2010)

(Credit card and bank transfer only)

### FAX:

+39 055 3033895

(Credit card only)

### MAIL:

Newtours S.p.A.  
Via Augusto Righi, 8  
50019 Sesto Fiorentino,  
Florence, Italy

### PHONE:

+39 055 33611

### EMAIL:

[registrationATCE2010@newtours.it](mailto:registrationATCE2010@newtours.it)

LAST NAME (Family Name)

FIRST NAME (Forename)

COMPANY

COMPANY P.O. BOX or MAILING ADDRESS

CITY

STATE/PROVINCE

ZIP/POSTAL CODE

COUNTRY

HOME TELEPHONE (Include area code and/or city code)

WORK TELEPHONE (Include area code and/or city code)

FACSIMILE (Include area code and/or city code)

E-MAIL (Confirmations will be sent via e-mail)

EMERGENCY CONTACT NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

(Include area code and/or city code)

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

NUMBER OF NIGHTS \_\_\_\_\_

ROOM TYPE REQUESTED (based on availability; cannot be guaranteed)

Double for Single Use

Double—2 people/2dbl. beds

Smoking

### HOTEL PREFERENCE

1. Select FIVE hotels from the official listing on the SPE website. Write their names on the lines below indicating your 1st - 5th choice.

2. In the event none of your choices are available, every effort will be made to assign comparable housing on the basis of your first choice.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Note:** The indicated rates, in Euro, are valid for the period of the congress and include one overnight stay, continental breakfast, taxes, V.A.T.

**HOTEL DEPOSIT:** A two night deposit is required to secure the room; the deposit is to be paid directly to Newtours S.p.A. by credit card or bank transfer. All credit cards will be debited in Euro.

**RESERVATION CONFIRMATION:** Notification of confirmed details will be e-mailed/faxed/mailed by Newtours S.p.A.

**CHANGES/CANCELLATIONS:** All changes should be made through Newtours S.p.A. by 15 July.

**CANCELLATION POLICY:** A two nights deposit is required to guarantee the reservation. Settlement will be paid to the hotel upon departure. All Cancellations must be addressed to Newtours at [registrationATCE2010@newtours.it](mailto:registrationATCE2010@newtours.it). The following penalties apply for cancellations: Cancellation postmarked by 15 July 2010: No penalty applied - refund of 100% of the paid deposit. Cancellations postmarked by 10 August 2010: 50% penalty applied - refund of 50% of the paid deposit. Cancellations postmarked after 10 August 2010: 100% penalty applied - no refund of the paid deposit. Please note that all refunds will be sent after the conference.

### Payment Options

Bank Transfer

**Bank account:** Newtours SPA Bank details: Banca Sella - Florence Branch I

**IBAN Code:** IT02V0326802802052891213090 **SWIFT Code:** BIC SELBIT2BXXX

**Please send a copy of your bank transfer via fax to +39 055 3033895.**

NAME OF THE CONGRESS

NAME OF THE PARTICIPANT

Credit Card

CARD NUMBER

EXP. DATE

CCV SECURITY CODE

American Express

MasterCard

Visa

NAME AS APPEARS ON CARD

SIGNATURE

**NO ONE UNDER 15 YEARS OF AGE WILL BE ADMITTED TO ATCE.**