



## ACCOMODATION BOOKING FORM

### IMPORTANT INFORMATION

If you would like to reserve university accommodation please complete and return **Section 1** to Lizy Jones, British Fertility Society, Euro House, 22 Apex Court, Woodlands, Bradley Stoke, Bristol, BS32 4JT, UK. Tel: +44 (0) 1454 642231 Fax: +44 (0) 1454 642 222 Email: [bfs@bioscientifica.com](mailto:bfs@bioscientifica.com).

If you would like to reserve alternative hotel accommodation, please complete **Section 2** printed overleaf and return to Conference Accommodation Booking Service, Glasgow City Marketing Bureau, 11 George Square, Glasgow, G2 1DY. Tel: +44 (0) 141 566 0821 or +44 (0) 141 566 0822 Fax: +44 (0) 141 566 0810 Email: [accommodation@seeGlasgow.com](mailto:accommodation@seeGlasgow.com)  
*Please note - no telephone hotel bookings, but enquiries welcome.*

## Section 1: Strathclyde University Accommodation Booking Form

Please return this form no later than Friday 30 June 2006 to Lizy Jones, British Fertility Society, Euro House, 22 Apex Court, Woodlands, Bradley Stoke, Bristol, BS32 4JT, UK. Telephone: 01454 642 231, Email: [bfs@bioscientifica.com](mailto:bfs@bioscientifica.com)

You can also obtain this registration form on-line at: <http://www.fertility.org.uk/meetings/2006/Summer06>

### Delegate Details

Title:..... First name..... Surname.....

Correspondence address .....

..... Is this your work address? **Y / N**

Tel:..... Fax:.....

Email:.....

### Strathclyde University Accommodation

A limited number of single, en-suite rooms (B&B inclusive) are available at the Strathclyde University campus at a rate of £43.50 per person per night. These are being issued on a first come first served basis through the event organiser, Lizy Jones at Email: [bfs@bioscientifica.com](mailto:bfs@bioscientifica.com), Tel: 01454 642231.

**Full payment is required in advance. Please indicate your accommodation needs below:**

Arrival date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Departure date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Number of nights required \_\_\_\_

Total payable £ \_\_\_\_\_

### Payment method

Due to the changes in financial regulations relating to chip and PIN, we regret that the society is unable to process credit card payments. However, we are working on implementing a more efficient system for processing your payments next year.

I enclose a cheque for £..... made payable to the 'BioScientifica Ltd'

Signature:..... Date:.....

### Cancellations

Cancellations should be confirmed in writing. An administrative charge of £20 will be made on all cancellations received before or on Friday 30 June 2006. BioScientifica cannot refund accommodation fees after this date.

### Data Protection Act

The details you provide on this form will be held and processed for accommodation purposes only.

# Section 2: Alternative Hotel Accommodation Booking Form

(Please complete in block capitals)

LEAD NAME:

(Title, Surname, Forename)

SHARING WITH:

ADDRESS:

EMAIL:

Daytime Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Arrival date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Departure date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Number of nights required \_\_\_\_\_

SINGLE ROOM (1 PERSON, 1 BED)  DOUBLE ROOM (2 PEOPLE, 1 BED)  TWIN ROOM (2 PEOPLE, 2 BEDS)

Preferred accommodation (see below for details):

First choice \_\_\_\_\_ Second choice \_\_\_\_\_ Third choice \_\_\_\_\_

SPECIAL REQUIREMENTS (e.g. non-smoking): \_\_\_\_\_

Please note that these are requests and cannot be guaranteed.

Hotel accommodation	£ Single	£ Twin (based on 2 sharing)	£ Double (based on 2 sharing)
<b>Lang's Hotel:</b> (4 Star boutique style hotel located in the city centre. Approximately 5 Minutes walk to Strathclyde University.)	<b>£95.00</b>	<b>£105.00</b>	<b>£105.00</b>
<b>Tulip Inn:</b> (3 Star hotel located south of the River Clyde. 10 Minutes by taxi to Strathclyde University. Free parking. Executive rooms only.)	<b>£81.95</b>	<b>£81.95</b>	<b>£81.95</b>
<b>Premier Travel Inn George Square:</b> (3 Star city centre hotel, located near George Square. Approximately 5 minutes walk to Strathclyde University. Rates increase slightly Friday, Saturday and Sunday.)	<b>£62.95</b>	<b>£69.90</b>	<b>£69.90</b>

Please accept my credit card to guarantee the reservation: Visa / Visa Delta / Mastercard / American Express / Maestro. In the event of late cancellation, the hotel will deduct the first night's payment.

CARD NUMBER:

EXPIRY DATE:

ISSUE NO:

NAME ON CARD:

I have read and accept the conditions and liabilities below

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment can also be made by sterling cheque drawn on a UK bank with accompanying card number. Cheques should be made payable to Glasgow City Marketing Bureau. Please quote the name of the conference. The deposit due is one night's stay in your selected hotel.

## A GUARANTEE OF PAYMENT IS REQUIRED IN ORDER FOR THE BOOKING TO BE PROCESSED

Please return completed form to the address below by thereafter, availability and conference rates cannot be guaranteed: Conference Accommodation Booking Service, Glasgow City Marketing Bureau, 11 George Square, Glasgow, G2 1DY

### HOTEL CONDITIONS & LIABILITIES

- The rates noted above are PER ROOM PER NIGHT and include private facilities with bath and/or shower, full Scottish Breakfast (unless otherwise indicated) and VAT at 17.5% unless otherwise stated.
- Accommodation will be allocated on a first come, first served basis. If your preferred accommodation is not available, a similar standard of accommodation will be allocated where possible.
- Glasgow City Marketing Bureau will send you confirmation of your booking.
- All amendments/cancellations must be received at the Glasgow City Marketing Bureau in writing up to two weeks prior to arrival. After this time any amendments/cancellations must be directed to the accommodation provider.
- Glasgow City Marketing Bureau acts only as an agent for hotels and other accommodation units and does not contract as a principal. Accordingly, we shall not be liable for any loss or damage due to or arising from any acts or omissions of persons, firms or companies for whom we act as agents.
- Further, we shall in no event be liable for any loss of profit or consequential loss or damage due to or arising from negligence on the part of Glasgow City Marketing Bureau or its servants, agents or subcontractors.
- We shall not be liable to any extent in the event of delay or failure in providing or procuring any services or facilities due to any cause beyond the proper control.

### HOTEL TERMS AND CONDITIONS – INDIVIDUAL RESERVATIONS & BLOCK BOOKINGS

- Once your credit card number/deposit has been forwarded to the hotel booked, Glasgow City Marketing Bureau will not be held responsible for cancellation charges levied by the hotel.
- The balance of hotel accounts must be settled on departure unless alternative arrangements have been agreed in advance direct with the hotel concerned.
- Individuals must advise the hotel of any cancellations no less than 48 hours prior to the date of arrival. In the event of late cancellations, the hotel will deduct the first night's payment.
- Cancellation of individual reservations made on Block Bookings must advise the hotel direct not less than 48 hours prior to the date of arrival; otherwise the delegate will be liable for the first night's charge.
- Glasgow City Marketing Bureau's Conference Accommodation Booking Service must be advised of cancellations of block bookings greater than 20 delegates not less than 8 weeks prior to the date of arrival, otherwise the organiser will be liable for the payment of the first night's stay. Please note for groups of more than 20 rooms you may be required to contract direct with the hotel.
- Cancellation of Block bookings of between 11 and 20 rooms must be advised not less than 6 weeks prior to the date of arrival, otherwise the organiser will be liable for the payment of the first night's stay.
- Cancellation of Block bookings of between 6 and 10 rooms must be advised not less than 21 days prior to the date of arrival, otherwise the organiser will be liable for the payment of the first night's stay.
- Cancellation of Block bookings of between 2 and 5 rooms must be advised to the hotel direct not less than 7 days prior to the date of arrival, otherwise the organiser will be liable for the payment of the first night's stay.