

HOTEL RESERVATION FORM

Reservations should preferably be made online at <https://conventions.lcto.lu/en/med-e-tel-2015> (access code MED2015).
 This form is only to be used in case you have no credit card available and prefer to prepay your reservation via bank wire transfer.
 To obtain the room rates listed below, please submit your hotel reservation request by returning this form **before 6 March 2015** to:

Luxembourg Convention Bureau
B.P. 181 - L-2011 Luxembourg - Luxembourg
 tel: +352 22 75 65 - fax: +352 46 70 73 - e-mail: convention.bureau@lcto.lu

Last Name: First Name:

Company/Organisation:

Address:

City (+ State) + Postal Code/ZIP:

Country:

Tel: Fax:

E-mail:

Please mark your requirements below. Indicate preferred hotel and room type.
 See p. 3 and 4 for conditions and special (weekend) rates.

HOTEL	Single Room	Double Room
<input type="checkbox"/> Suite Novotel Luxembourg Kirchberg ****	<input type="checkbox"/> € 180,00	<input type="checkbox"/> € 195,00
<input type="checkbox"/> Melia Luxembourg ****	<input type="checkbox"/> € 170,00	<input type="checkbox"/> € 190,00
<input type="checkbox"/> Novotel Luxembourg Kirchberg ****	<input type="checkbox"/> € 170,00	<input type="checkbox"/> € 185,00
<input type="checkbox"/> DoubleTree by Hilton ****	<input type="checkbox"/> € 155,00	<input type="checkbox"/> € 165,00
<input type="checkbox"/> NH Luxembourg ****	<input type="checkbox"/> € 144,90	<input type="checkbox"/> € 164,80
<input type="checkbox"/> Parc Plaza ****	<input type="checkbox"/> € 138,00	<input type="checkbox"/> € 153,00
<input type="checkbox"/> Hotel Simoncini ****	<input type="checkbox"/> € 136,50	<input type="checkbox"/> € 156,50
<input type="checkbox"/> Best Western Plus Victor Hugo ****	<input type="checkbox"/> € 130,00	<input type="checkbox"/> € 145,00
<input type="checkbox"/> Parc Belle-Vue ***	<input type="checkbox"/> € 108,00	<input type="checkbox"/> € 123,00
<input type="checkbox"/> Ibis Luxembourg Airport ***	<input type="checkbox"/> € 99,00	<input type="checkbox"/> € 109,00
<input type="checkbox"/> Campanile ***	<input type="checkbox"/> € 97,00	<input type="checkbox"/> € 108,00
<input type="checkbox"/> d'Coque ***	<input type="checkbox"/> € 86,00	<input type="checkbox"/> € 103,00
<input type="checkbox"/> Ibis Budget Luxembourg Airport	<input type="checkbox"/> € 77,50	<input type="checkbox"/> € 85,00

Rates are expressed in € (Euro) per room and per night. Breakfast and service/taxes are included in the above rates.

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Arrival Date: Departure Date:.....

Traveling by: Car Plane Train

Approximate Arrival Time (at the hotel):

Upon confirmation of your reservation, you will be requested to make payment of the full amount of your stay per bank wire transfer directly to the hotel. If payment is not received within the requested time, your reservation will be cancelled.

If you cancel before the cut-off date (see overleaf for cancellation policies), the hotel will reimburse your payment (minus any bank transaction and administration costs that have been incurred). This form is only to be used in case you do not have a credit card available and prefer to prepay your hotel reservation via bank wire transfer.

Note that reservations with credit card should be made online at <https://conventions.lcto.lu/en/med-e-tel-2015> (access code: MED2015) in which case your credit card will not be charged in advance and payment will take place upon checking out from the hotel.

.....
Date Signature

HOTEL RESERVATION CONDITIONS

Reservations:

Reservations at the above mentioned rates must be made through the Luxembourg Convention Bureau by sending back this form per fax (+352 46 70 73) or e-mail (convention.bureau@lcto.lu), duly completed. Confirmation of your hotel reservation will be sent to you by the Luxembourg Convention Bureau. The listed room rates can be guaranteed until 6 March 2015. For reservations received after that date, rates could go up.

Payment:

Upon confirmation of your reservation, you will be requested to make payment of the full amount of your stay per bank wire transfer directly to the hotel. If payment is not received within the requested time, your reservation will be cancelled. If you cancel before the cut-off date (see below for cancellation policies), the hotel will reimburse your payment (minus any bank transaction or administration costs that have been incurred).

Note that reservations with credit card should be made online at <https://conventions.lcto.lu/en/med-e-tel-2015> (access code: MED2015) in which case your credit card will not be charged in advance and payment will take place upon checking out from the hotel.

Cancellation policy:

- For hotels *Suite Novotel Luxembourg Kirchberg, Novotel Luxembourg Kirchberg:*

Cancellation or modification of your reservation with no charge must be made **7 days prior** to arrival, i.e. before **12h00** (local hotel time) 7 days before your scheduled arrival date!

If you cancel your reservation after this date, you will be charged the total amount of your scheduled stay.

- For hotel *DoubleTree by Hilton:*

Cancellation or modification of your reservation with no charge must be made **7 days prior** to arrival, i.e. before **12h00** (local hotel time) 7 days before your scheduled arrival date!

If you cancel your reservation **between 7 days prior** to your arrival **and 2 days prior** to your arrival (**12h00** - local hotel time), you will be charged the first night.

If you cancel your reservation **between 2 days prior** to your arrival **and the day of** your arrival (**12h00** - local hotel time), you will be charged 2 nights.

If you cancel your reservation after this time, you will be charged the total amount of your scheduled stay.

- For hotel *d'Coque:*

Cancellation or modification of your reservation with no charge must be made **7 days prior** to arrival, i.e. before **12h00** (local hotel time) 7 days before your scheduled arrival date!

If you cancel your reservation after this date, you will be charged the first night.

- For hotels *Parc Plaza, Parc Belle-Vue:*

Cancellation or modification of your reservation with no charge must be made **4 days prior** to arrival, i.e. before **12h00** (local hotel time) 4 days before your scheduled arrival date!

If you cancel your reservation after this date, you will be charged the total amount of your scheduled stay.

- For hotels *Melia, Best Western Plus Victor Hugo, Ibis Luxembourg Airport, Ibis Budget Luxembourg Airport:*

Cancellation or modification of your reservation with no charge must be made **3 days prior** to arrival, i.e. before **12h00** (local hotel time) 3 days before your scheduled arrival date!

If you cancel your reservation after this date, you will be charged the first night.

- For hotel *NH Luxembourg:*

Cancellation or modification of your reservation with no charge must be made **2 days prior** to arrival, i.e. before **12h00** (local hotel time) 2 days before your scheduled arrival date!

If you cancel your reservation after this date, you will be charged the total amount of your scheduled stay.

- For hotels *Simoncini, Campanile:*

Cancellation or modification of your reservation with no charge must be made **1 day prior** to arrival, i.e. before **12h00** (local hotel time) 1 day before your scheduled arrival date!

If you cancel your reservation after this date, you will be charged the first night.

Cancellations can be made through the Luxembourg Convention Bureau. However, for cancellations made within 7 days before your scheduled arrival date, please also notify the hotel directly of your cancellation (as well as the Luxembourg Convention Bureau) to avoid any misunderstandings.

HOTEL RESERVATION CONDITIONS

Special (weekend) rates:

- Hotel **Suite Novotel** offers a **special rate** of €110/single room and €120/double room for the dates of April 18th, 19th and 20th, 21st.
- Hotel **Melia** offers a **special rate** of €120/single room and €140/double room for the dates of April 18th, 19th and 24th.
- Hotel **Novotel** offers a **special rate** of €100/single room and €110/double room for the dates of April 18th, 19th and 20th, 21st.
- Hotel **DoubleTree by Hilton** offers a **special rate** of €100/single room and €110/double room for the dates of April 18th, 19th, 24th.
- Hotel **NH** offers a **special rate** of €80,95/single room and €90,90/double room for the date of April 24th.
- Hotel **Simoncini** offers a **special rate** of €116,50/single room and €131,50/double room for the dates of April 18th, 19th, 24th.
- Hotel **Ibis** offers a **special weekend rate** of €84/single room and €94/double room for the weekends before and after the event.
- Hotel **Ibis Budget** offers a **special weekend rate** of €62,50/single room and €70/double room for the weekends before and after the event.

Special needs:

If you have any special needs or requests related to your room reservation or your stay at the hotel, please convey these to the Luxembourg Convention Bureau when making your reservation.

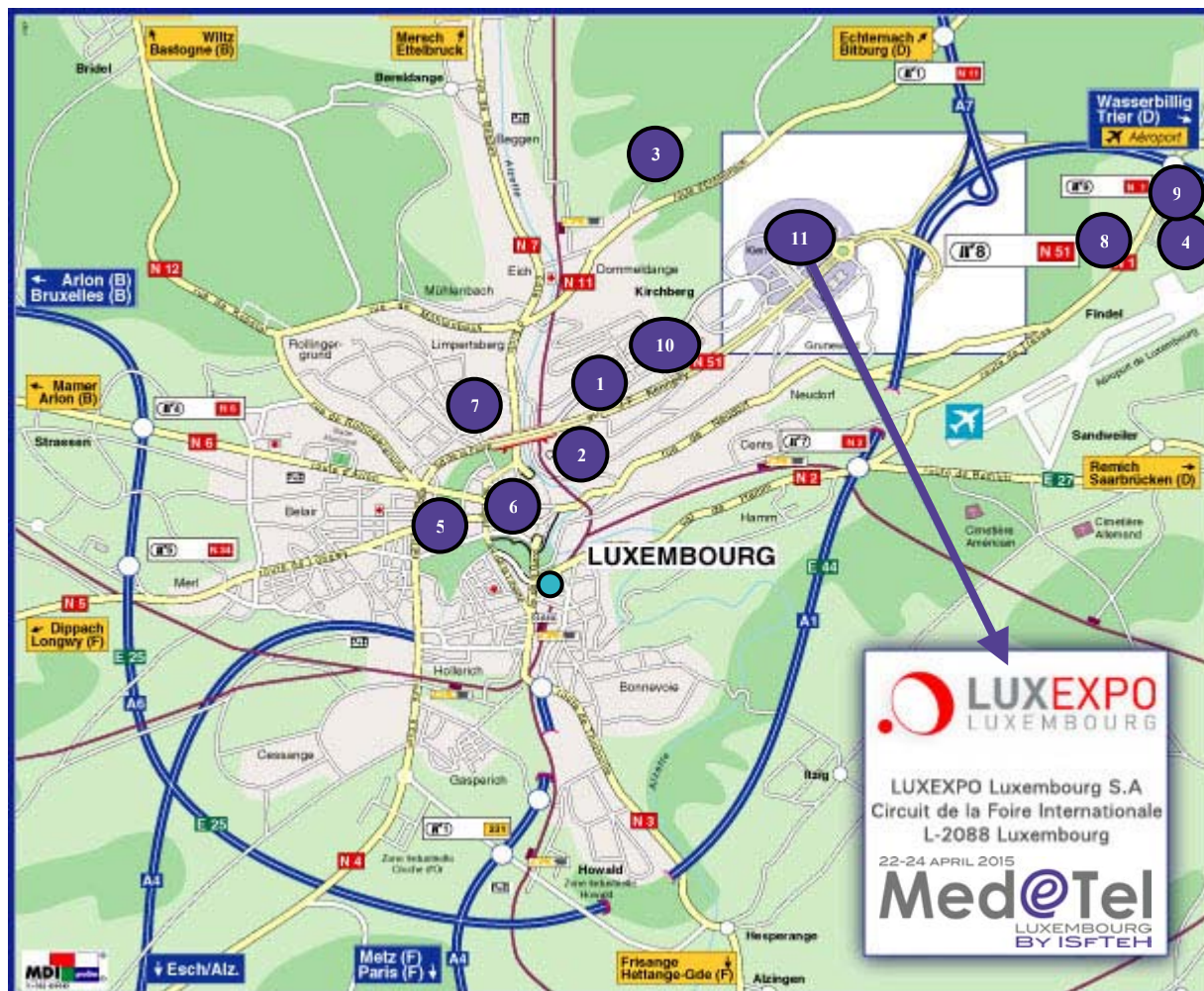
Med-e-Tel registration:

For registration to the Med-e-Tel conference and exhibition, or for more information about the event, please go to www.medetel.eu or contact info@medetel.eu.

Med-e-Tel venue:

Luxexpo Exhibition and Congress Center
10 Circuit de la Foire Internationale
1347 Luxembourg
Luxembourg
tel: +352 4399 1
www.medetel.eu/index.php?rub=hotel_travel&page=venue

* All conditions are subject to revision without prior notice.



1. **Suite Novotel Luxembourg Kirchberg**, 13 Avenue JF Kennedy, Quartier Européen, 1855 Luxembourg
2. **Novotel Luxembourg Kirchberg**, 6 Rue Fort Niedergrünewald, Quartier Européen, 2226 Luxembourg
3. **Melia Luxembourg**, 1 Park Dräi Eechelen (10 Rue Fort Thuengen), 1499 Luxembourg
4. **DoubleTree by Hilton Luxembourg**, 12 Rue Jean Engling, 1466 Luxembourg
5. **NH Luxembourg**, 1 Route de Trèves, 1019 Luxembourg
6. **Parc Plaza**, 5 Avenue Marie-Thérèse, 2132 Luxembourg
7. **Parc Belle-Vue**, 5 Avenue Marie-Thérèse, 2132 Luxembourg
8. **Simoncini**, 6 Rue Notre-Dame, 2240 Luxembourg
9. **Best Western Plus Victor Hugo**, 3 Avenue Victor Hugo, 1750 Luxembourg
10. **Ibis Luxembourg Airport**, Route de Trèves, Findel, 2632 Luxembourg
11. **Ibis Budget Luxembourg Airport**, Route de Trèves, Findel, 2632 Luxembourg
12. **Campanile Luxembourg Airport**, 22 Route de Trèves, Senningerberg, 2633 Luxembourg
13. **d'Coque**, 2 Rue Léon Hengen, 1745 Luxembourg
14. **Luxexpo**, 10 Circuit de la Foire Internationale, 1347 Luxembourg

Hotels **Suite Novotel**, **Novotel**, **Melia** and **d'Coque** are located on the Kirchberg Plateau (where also Luxexpo, the Med-e-Tel venue, is located). They are about 5 min. (by car) from Luxexpo.

Hotels **NH**, **Campanile**, **Ibis** and **Ibis Budget** are located near the airport. They are about 5 min. (by car) from Luxexpo (via the motorway).

Hotels **Parc Plaza**, **Parc Belle-Vue** and **Simoncini** are located in the city center. They are about 10 min. (by car) from Luxexpo.

Hotel **Best Western Plus Victor Hugo** is located near the city center, about 8 min. (by car) from Luxexpo.

Hotel **DoubleTree by Hilton** is located at the bottom of the Kirchberg Plateau in a quiet surrounding, about 12 minutes (by car) from Luxexpo.

See www.medetel.eu/index.php?rub=hotel_travel&page=interesting_links for some useful travel and public transportation links, or contact your hotel for best travel options between hotel, railway station, airport and Luxexpo venue.