

**IPC Executive Market & Technology Forum Conference and Management Meeting for Assembly Equipment Manufacturers**  
**Management Meeting: Nov. 28, 2006 – Conference: Nov. 29-30, 2006**  
**HOTEL BOOKING FORM**



Please complete the form and FAX it back before November 6. 2006

**FAX: +32 2 743.1584 PH: +32 2 789-2334 EMAIL: Ferdi.Steenbrink@mci-group.com**

**EMTF Europe DELEGATE INFORMATION (Please write clearly and only in capital letters)**

Organization : .....  
 Contact Person: .....  
 Title: Mr. / Mrs. / Ms. ....  
 Last Name: ..... First Name: .....  
 Function: .....  
 Mailing Address: .....  
 Post Code: ..... City: ..... Country: .....  
 Phone: +..... Fax: +..... E-mail: .....

**PAYMENT INFORMATION AND POLICY**

Credit Card information is required to pay and guarantee your reservation. If credit card details are not supplied, your reservation will not be processed and therefore will not be confirmed. Full payment must be made directly with MCI prior to the event for your room charges and to the hotel for your incidentals upon departure.

**Please select the type of credit card you will be using to guarantee/pay your reservation:**

Visa     MasterCard     American Express

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Total amount: \_\_\_\_\_

**Your hotel request will be confirmed within 2 working days.** Rooms are assigned on a first-come, first-served and according to availability. In case the requested hotel is fully booked, the organisers reserve the right to book the best possible alternative accommodation.

**It is important that you do NOT contact the hotel directly if you wish to receive the special conference hotel rates.** Reservation requests made directly with the hotel will not receive the above discounted rates. All room blocks will be released on **November 6**. Reservations received after this date cannot be guaranteed and will be offered upon availability and last minute rate only. We therefore advise you to book early to avoid disappointment.

**Reservation changes and/or cancellations** must be made in writing and sent by fax to **+32-2-743 15 84** or by e-mail to [ferdi.steenbrink@mci-group.com](mailto:ferdi.steenbrink@mci-group.com) before November 6.

MCI reserves the right to charge you for one night's room charge per person or the entire stay if group cancellations are received after 29 October (according to the hotels cancellation policies).

**Individual Cancellation** may be made up to 72 hours prior to arrival without cancellation penalties. After 72 hours and until the arrival date, the hotels reserve the right to charge you for one night's room charge or the entire stay according to their cancellation policies. **No show** may be charged for the entire stay.

**HOTEL RESERVATION**

	Rate		Arrival Date	Departure date
	SINGLE(*)	DOUBLE (*)		
<b>Crowne Plaza Europe</b>	<input type="checkbox"/> € 185	<input type="checkbox"/> € 215	...../...../2006	...../...../2006

(\*) All rates include buffet breakfast and taxes.

I plan to share my room with: First Name ..... Last Name .....