**RESERVATION FORM**

**womENcourage 2018 – “Creating the Future Together”**

03 - 05.10.2018.

Hotel Slavija* is looking forward to welcoming you during ACM Celebration of Women in Computing organized by **womENcourage 2018**, which be held in Belgrade, October 03 – 05, 2018

Please use this form to make booking in our hotel for period between 03\(^{th}\) and 05\(^{th}\) October 2018. Should you require a room outside the conference dates, booking will be accepted subject to availability at the best available rate for the required dates.

**The cut-off date is September 20, 2018.** All reservations received after mentioned date will be accepted according to availability at the best available rate at that time.

Please return completed form to our reservation department on e-mail office@slavijahotel.com

Number of rooms is limited! Note that booking is valid only after written confirmation by the hotel.

**RESERVATION DATA**

Guest Name: __________________________________________

Telephone: __________________________________________

E-mail: __________________________________________

Arrival date: ___________________ Check-in time from 2:00 p.m.

Departure date: ___________ Check-out until 12:00 noon

**ROOMS OVERVIEW**

**ECONOMY ROOMS**

Economy rooms are located in the building with 16 floors.

*All rooms provide: 2 single beds, Wi-Fi, bathroom with shower tub and toiletries. Average room’s size: 18m\(^2\)*

**STANDARD/COMFORT ROOMS**

Standard and comfort rooms are located in the building with 7 floors.

*All rooms provide: 2 single beds /or 1 double bed/ or 3 single beds, Wi-Fi, TV with cable channels, telephone, bathroom with bathtub and toiletries

Average room’s size: 18m\(^2\)-28m\(^2\)

**ROOMS TYPE (Please tick)**

<table>
<thead>
<tr>
<th>ROOM TYPE</th>
<th>PRICE</th>
<th>NO OF ROOMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ECONOMY ROOM – single use</td>
<td>14 €</td>
<td></td>
</tr>
<tr>
<td>☐ ECONOMY TWIN ROOM (2 persons)</td>
<td>28 €</td>
<td></td>
</tr>
<tr>
<td>☐ STANDARD/COMFORT ROOM – single use</td>
<td>20 €</td>
<td></td>
</tr>
<tr>
<td>☐ STANDARD/COMFORT ROOM (double or twin)</td>
<td>34 €</td>
<td></td>
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</tbody>
</table>
Rates are per room, per night and include: Accommodation, VAT, use of Wi-Fi in all rooms and public areas, safety deposit box at the Reception.
Not included: Tourist tax and insurance (161 RSD/ cca 1,30€) per person per day. Tourist tax is subject to change.

SPECIAL REQUESTS: __________________________________________________________

Note that special requests will be confirmed based on availability at the time of booking.

SUPPLEMENT:

☐ Breakfast / per person per day 2 €
☐ Early Check-in (from 7 a.m.) per room 10 €
☐ Late Check-out (until 6 p.m.) per room 10 €

ADDITIONAL SERVICES
- Underground Garage with 24/7 surveillance
- Transfers Airport – Hotel - Airport
- Laundry, ironing and dry cleaning services
- Restaurant Four Seasons
- Exchange office
- Conference Halls

Tick if you need Airport Transfer service or parking place in our Garage:

☐ Garage per vehicle / per day 10 €
☐ Airport Transfer one way /per car 25 €

Arrival Details:
Flight No 
Arrival Date 
Landing Time 
No of cars ___

Departure Details:
Flight No 
Departure Date 
Departure Time 
No of cars ___

PAYMENT AND CANCELLATION CONDITIONS
- The reservation is valid only if it is’s guaranteed with the 100% advance payment.
- Payment can be by credit card or via bank transfer.
- Charges for credit card payment to be effected in Dinars, according to the official middle exchange rate of National Bank of Serbia on the calculation day.
- The hotel accepts these cards: VISA, MASTERCARD, AMERICAN EXPRESS
Please send us information about booking cancellation in written form at least 2 days prior arrival to avoid NO SHOW fees. Late cancellation or no shows will be charged 100% for the first night of reservation.

**PAYMENT METHODS**

1. CREDIT CARD AUTHORIZATION

Please fill in the below data for cash or credit card payment:

- Credit card type: __________________________
- Cardholder name: __________________________
- Expiration date: ____________________________
- Credit card number: _________________________

Cardholder Signature ________________________

With my signature I hereby authorize Slavija Hoteli d.o.o. Belgrade to charge my credit card with the total amount for the above requested services and any subsequent changes (cancellation and no-show charges).

2. PAYMENT VIA BANK TRANSFER

Please fill in the below data for the Pro-Invoice.

- Company/Organization __________________________
- Billing Address ____________________________ Country ____________
- City and Postal code __________________________ E-mail __________________________
- Telephone __________________________

For all additional information please send e-mail to: office@slavijahotel.com

Our official website: www.slavijahotel.com