



Urbanization from Space Workshop  
ESRIN, Frascati, Italy  
04 - 05 November 2015

**HOTEL RESERVATION FORM**

Hotel Reservation Forms should be returned BY FAX or EMAIL to the Conference Local Support by the 12<sup>th</sup> October 2015  
Fax No. +39 06 9418 0242 / EMAIL. [esrintravel.office@esa.int](mailto:esrintravel.office@esa.int)

**PARTICIPANT DETAILS**

Mr / Ms

Family Name:.....

First Name:.....

Organisation / Company:.....

Address:.....

Telephone:..... Fax:.....

E-mail:.....

**ACCOMMODATION**

A number of rooms have been pre-booked for the participants at special rates in several local hotels (see below cost of single room with breakfast) and will be reserved on a first come / first served basis. There will be a courtesy bus that will take you from any of the hotels mentioned below to ESRIN and back.

Tick to select the appropriate box to book your hotel accommodation:

**\* Please note that the booking fee is 12,20€ per one booking through the ESRIN Travel Agency**

Type of room required:  Single  Double

Hotel Cacciani:  € 74 \*

Hotel Colonna:  € 80 \*

Hotel Bellavista:  € 80 \*

Hotel Flora:  € 110\*

Date of arrival: ..... Date of departure:..... No. of nights:.....

Mobile Number:.....

**PAYMENT**

Payment guaranteed by credit card (type): .....

Name of card holder: .....

Credit card number: ..... Expiry date: .....

**\* Hotel booking fee charged by ESRIN Travel Office is € 12.20; for more than one service/booking the fee will be € 35.38**

**Cancellation Policy:**  
Hotel cancellation notification should be made by fax to the ESRIN travel office – fax no. +39 06 94180242 or email esrintravel.office@esa.int – minimum 2 working days before arrival

**By giving my credit card details I agree that my card number will be used to guarantee the hotel and taxi booking. No shows for hotel and taxi bookings will be charged to my credit card.**

Mobile Number: .....

Signature: .....

**TAXI RESERVATION**

**\* Please note that the booking fee is 12,20€ per each booking through the ESRIN Travel Agency**

I request a taxi to pick me up at Rome Fiumicino (Leonardo Da Vinci) Airport upon arrival at a cost of € 75

Date..... flight number ..... coming from..... at .....

**I will pay the driver directly guarantying the reservation by the below credit card.  
There will be a 15% of surcharge from 22h00 to 06h00.**

I request a taxi to pick me up at Ciampino Airport upon arrival at a cost of € 45

Date..... flight number ..... coming from..... at .....

**I will pay the driver directly guarantying the reservation by the below credit card.  
There will be a 15% of surcharge from 22h00 to 06h00.**

Payment guaranteed by credit card (type): .....

Name of card holder: .....

Credit card number: ..... Expiry date: .....

**Cancellation Policy:**  
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**By giving my credit card details I agree that my card number will be used to guarantee the hotel and taxi booking. No shows for hotel and taxi bookings will be charged to my credit card.**

Mobile Number: .....

Signature: .....