

**Please return this form to:**

Organizing Secretariat  
Easy Congress Srl  
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**EACTA ICCVA 2014**  
**Florence, September 17<sup>th</sup> – 19<sup>th</sup> 2014**

|                               |                         |
|-------------------------------|-------------------------|
| Surname .....                 | First name .....        |
| Address .....                 |                         |
| Postcode.....                 | City .....Country ..... |
| Tel..... Fax.....E- mail..... |                         |
| Accompanying person.....      |                         |

**Accommodation**

The hotels:

- are the HQ for Faculty Members
- are adjoining
- are situated in front of the Florence Central Railway Station
- are located in the Santa Maria Novella zone at a short walking distance from the Congress Venues and the city centre

Created for your dreams and relax, the hotels were established to be ones of the most exclusive Florence locations with a mixture of discretion and classical minimalism. Situated in the heart of Florence, they are characterized by particularly elegant setting, the best location to match your needs for a business or a leisure trip. Refined rooms and services are studied in the least details to create the perfect scenario for your holidays and to make your staying an unforgettable experience.

**Hotel Ambasciatori \*\*\*\* - Via Luigi Alamanni, 3 – 50123 Firenze**

|                 |  |   |
|-----------------|--|---|
| Room            | <input type="checkbox"/> DUS (breakfast is included) | <input type="checkbox"/> Double (breakfast is included) |
| Arrival : ..... | September 2014                                       | Departure : ..... September 2014                        |

**Hotel Diplomat \*\*\*\* - Via Luigi Alamanni, 9 – 50123 Firenze**

|                 |  |   |
|-----------------|--|---|
| Room            | <input type="checkbox"/> DUS (breakfast is included) | <input type="checkbox"/> Double (breakfast is included) |
| Arrival : ..... | September 2014                                       | Departure : ..... September 2014                        |

## Policy Hotel Arrangements

According to EACTA rules, you are entitled to **2 nights complimentary accommodation in DUS (breakfast is included)**.

You have the possibility to bring an accompanying person or request further services such as additional nights, special rooms or any other non-mentioned service. In this case, we inform you that all extras will be charged to you and have to be paid at the check-out.

## Policy Travel Arrangements

According to EACTA rules, you are entitled to **travel reimbursement**.

Travel expenses cover:

Plane: return ticket in economy class

Train: return ticket in economy class

Private car: 0.35 € per km

Expenses for travelling from/to airport, railway station, meeting venue, home

- Parking airport or railway station
- Public transport
- Shuttle

Sum of the above mentioned travel expenses should not exceed a maximum of **450 € within Europe** and a maximum of **850 € outside Europe**.

## Further information

According to EACTA rules, you are entitled to:

- **complimentary registration**
- **conference meals**
- **City tour of Florence**
- **Gala Dinner** at Palazzo Grifoni - Budini Gattai

I will participate in (please tick the box):

- ☐ City tour of Florence
- ☐ Gala Dinner at Palazzo Grifoni - Budini Gattai

Should you require further information please contact the Organizing Secretariat – Tel. +39 02 21591024

Date .....

Signature .....