

Hotel Reservation Form

28 - 30 October 2008 | Sheraton Brussels Hotel | Brussels, Belgium

First Name _____ Last Name _____

Company/Organisation _____

Title _____

Address _____

City _____ State/Province _____

Country _____ Post Code _____

Telephone _____ Fax* _____

E-mail _____


HOTEL INFORMATION

Arrival Date _____ Departure Date _____

Smoking Preference (upon availability) smoking nonsmoking

I plan to share a room with _____

(If you are sharing a room with another attendee, please do not send multiple booking forms. Only one attendee needs to complete the booking form.)

 Special needs (please specify) _____

*By providing a fax number(s), you agree that WorldatWork may contact you at the number(s) provided. Please enter your e-mail address to receive confirmation of booking. If no e-mail is provided, confirmation will be sent to the postal address provided.

ROOM RATE

Room rates are in EURO (€) and include tax and breakfast.

Hotel	Room type	Single room rate	Double room rate
Sheraton Brussels	Standard room	<input type="checkbox"/> €220.00	<input type="checkbox"/> €245.00

Inclusive of 6% VAT, 10% city tax, 16% service charge and buffet breakfast.

Please note: These rates are only available via WorldatWork and cannot be obtained by reserving directly with the hotel.

PAYMENT INFORMATION

This form will not be processed without a credit card guarantee for each room. Credit cards will not be charged until departure from the hotel. If you do not cancel your reservation according to the hotel's cancellation policy, or if you do not show up, the hotel will charge one night's room charge and tax to your credit card.

Visa MasterCard American Express

Number _____ Expiry Date _____

Name of Cardholder _____

Date _____ Cardholder's Signature _____

Please send completed form to: Emma Boyd, MCI (WorldatWork), Avenue de Tervueren 300, B-1150 Brussels, Belgium.
E-mail: waweurope2008@mci-group.com, Fax: +32 2 743 1584.

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 WorldatWork's discounted rates. Rooms are assigned on a first-come, first-served and according to availability. If rooms are no longer available, you will be contacted to discuss suitable alternatives.

Reservation changes and/or cancellations must be made in writing and sent by post or fax before **20 October 2008**. After this date, all reservation changes and cancellations are to be completed with the hotel directly. After that date, the hotel reserves the right to charge you for one night's room charge plus tax or the entire stay. In the case of a "no show", the hotel reserves the right to charge you for one night's room charge plus tax or the entire stay.