



HOTEL RESERVATION FORM



Please send to: Congonhas Travel
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AAC/MIS 30th Anniversary & XVII Annual Conference
November 11-13, 2009
São Paulo, São Paulo, Brazil

PLEASE PRINT

GUEST INFORMATION

Title:	First Name:	Last Name:
Company:		
Street:		
City:	State/Province:	Postal Code:
Country:	E-mail:	
Telephone:	Fax:	

ARRIVAL AND DEPARTURE

ARRIVAL:	Date:	DEPARTURE:	Date:
	Time:		Time:
	Airline & Flight:		Airline & Flight:

DAILY ROOM RATES

Hotel <u>Arrival</u> Date:	Hotel <u>Departure</u> Date:
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To calculate exchange rates, visit: www.oanda.com/currency/converter/

Hotel Sofitel São Paulo	Number of Rooms =
<input type="checkbox"/> Single & Double = R\$380 x night + 5% tax	
Novotel São Paulo Ibirapuera	Number of Rooms =
<input type="checkbox"/> Single Standard = R\$157/night + 5% tax	
<input type="checkbox"/> Standard Double = R\$177/night + 5% tax	
<input type="checkbox"/> Single Deluxe = R\$195/night + 5% tax	
<input type="checkbox"/> Standard Deluxe = R\$215/night + 5% tax	

If sharing a room, please give their name:

PAYMENT METHOD TO GUARANTEE THE RESERVATION

Credit card information is required to guarantee your reservation at the hotel. If you need to cancel your reservation, please send an e-mail (see address above).

PAYMENT OPTIONS (choose one)	<input type="checkbox"/> Visa	<input type="checkbox"/> American Express
	<input type="checkbox"/> Master Card	<input type="checkbox"/> Diners Club
Credit card number:	Expiration date:	
PRINT Card Holder's Name:		
Card Holder's Signature:		

Cancellation Policy: Cancellation no later than 24 hours prior to date of arrival. Non-guaranteed reservations will be held until 6PM date of arrival, after this time the room will be put up for sale. Check-in time is guaranteed any time after 2:00 PM and check-out time is at 12:00 PM. However, when possible, we are pleased to accommodate early arrivals and late departures. Extra charges may apply due to hotel's availability. Please contact our reservations department to confirm special arrangements in advance.

RESERVATION CUT OFF DATE: OCTOBER 5, 2009