**37th STAR Conference**

 **Zagreb, Croatia, 6 – 8 July 2016**

 

ACCOMMODATION FORM

 Please, fill in and return to official conference travel agency:

CORAL GROUP DMC PCO, Aleja pomoraca 15, 10000 Zagreb, Croatia.

E-mail: slaven.reljic@coralgroup.hr ◘ Web: [www.coralgroup.hr](http://www.coralgroup.hr)

**A. PARTICIPANT**

|  |  |  |  |
| --- | --- | --- | --- |
| Family name |   | Given name |  |
| Institution/Company |  |
| Phone |   | Fax \*not mandatory |  |
| E-mail |  |

**B. PAYER**

|  |  |
| --- | --- |
| Name |  |
| Postal address |   |
| City and post code |   | VAT number\* |  |
| Contact person |   | Phone |  |
| E-mail |  |

**\* Obligatory for EU-based companies and institutions**

**C. ACCOMMODATION – Hotel \_\_\_\_\_\_\_\_\_\_\_\_\_(please type the name of the chosen hotel in Zagreb)**

|  |  |  |
| --- | --- | --- |
| I need a hotel accommodation | YES 🞏 | NO 🞏 |
| Single room with breakfast and taxes | EUR \_\_\_\_\_\_ per room / night 🞏 |
| Double room with breakfast and taxes | EUR \_\_\_\_\_\_ per room / night 🞏 |
| Double room I share with\* | \*not mandatory field |
| Check-in date |  | Check-out date |  |
| Check-in time | After 15:00 hrs | Check-out time | Till 12:00 hrs |

VAT is included in the rates. The accommodation should be paid in advance to CORAL GROUP’s bank account **latest by May 23, 2016.** or directly to hotel at check-out, with credit card guarantee.

**D. PAYMENT TO BANK ACCOUNT**

|  |  |
| --- | --- |
| Beneficiary | **CORAL GROUP d.o.o.** |
| IBAN number | **HR9624840081107163120** |
| Swift/BIC | **RZBHHR2X** | Bank | **RAIFFEISEN BANK AUSTRIA, d.d,** Petrinjska 59, Zagreb, Croatia |
| Purpose | **Accommodation for STAR Conference 2016 – name of the participant** |
| **All bank fees should be borne by the payer – please inform your financial department!** |

|  |  |  |
| --- | --- | --- |
| I need a Pro-Forma Invoice | YES 🞏 | NO 🞏 |

**E. TERMS AND CONDITIONS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **1. Payment****Payment has to be done by bank transfer to travel agency CORAL GROUP d.o.o. , latest by May 23, 2016.****Payment by credit card is possible to hotel directly, at check-out. If that payment model is used, the agency CORAL GROUP and the hotel require the following details to have the hotel reservation completed and guaranteed. The credit card will be charged only in case of cancellation. (see below - 4. Accommodation Cancellation Policy)**Cardholder’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Credit Card Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ (month/year)Using bank transfer, please note all bank charges have to be supported by the participant/payer and should be added to the total amount. Cheques are not accepted. Rates in EURO will be charged in the invoices in Croatian Kuna according to the Croatian National Bank official exchange rate at the day of invoicing. |
| **2. VAT**As stated in the article 53 of Directive 2006/112/EC, registration fee is subject to VAT applicable in the country where the event is taking place, even when supplied to taxable persons. The VAT charge is therefore applicable to all participants. Please consult with your country’s tax advisor for assistance in claiming your refund.According to Croatia's tax regulation a 13% VAT charge has been applied to the registration fees. Organizer reserves the right to amend this charge should the VAT rule or rate change.For EU companies and institutions, in order to avoid any complications, please make sure your VAT number is indicated in this form and it is officially recognized by the [EU Taxation and Customs Union office](http://ec.europa.eu/taxation_customs/vies/?locale=en). Should your company not be VAT registered or your EU VAT number cannot be recognized by the EU site mentioned above, the VAT amount will still be added to your invoice and will not be refundable. Organizer cannot be held responsible for any problem you may encounter related to VAT refund or VAT number not provided. |
| **3. Substitution**If a delegate cannot attend the Conference, we are happy to accept a substitute colleague at any time. Requests for substitutions will only be accepted by e-mail indicating the name of the cancelled delegate as well as the name and contact details of the substitute. Please note that after 15 June 2016, a fee of €30 will be applied for substitutions. |
| **4. Accommodation Cancellation Policy**In case of cancellation of already confirmed accommodation reservation, the general rule applies as described below:In case of cancellation up to 90 days prior to arrival date, no charge will incur. From 90 to 30 days prior to arrival date, 1 night will be charged in case of cancellation. From 29 to 1 days prior to arrival date, 2 nights will be charged in case of cancellation. Agency and the hotel do reserve the right to charge the full stay for any no-shows at the day of arrival.The hotel may charge or block an amount on your credit card to guarantee the extra expenses. Each venue has its own independent policy for this case. |
| **5. Data Protection**The acquisition, handling (which includes saving data, changes, transmission, blocking and erasing) and utilization of all personal registration data is executed within the guidelines of the effective data protection regulations. The Agency will collect and store all data necessary for the preparation and execution of services reserved.To make the payment of hotel bookings guarantee (in case of cancellation) – required credit card details (i.e. credit card type and number, expiration date, credit card holder name) will also be collected. All data will be saved and processed.In order to protect and safeguard the personal data provided, the appropriate business procedures will be applied, as well as technical and physical restrictions for accessing and using personal information. Only authorized employees are permitted to access personal information for performing their duties in respect of our services. Our server and network are protected by firewalls against unauthorized access.In addition, the Agency may share only contact details of attendees with third parties that may use these details to contact attendees regarding booked services or other communications which may be of interest. The service organizers are obliged to give out attendee`s data due to a court or an official order. |
| **6. Travel Insurance**Delegates are strongly advised to procure their own personal and travel insurance. |
| **I accept with the above conditions:** | **Signature**  |
| Place & Date: |  |
| **Please, fill in and return to agency CORAL GROUP latest by April 22, 2016.** CORAL GROUP d.o.o. turistička agencija Aleja pomoraca 15, 10000 Zagreb – CROATIA ID code HR-AB-01-080944348 e-turistička agencijaE-mail: slaven.reljic@coralgroup.hr ◘ Web: [www.coralgroup.hr](http://www.coralgroup.hr) |

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