



**Phi-week 2019**  
**ESRIN, Frascati, Italy**  
**9-13 September 2019**

**HOTEL RESERVATION FORM**

Hotel Reservation Forms should be returned **BY FAX** or **EMAIL** to the Conference Local Support by the **12<sup>th</sup> July 2019**

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 Piazza Marconi to ESRIN and back.

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

**\* Please note that the booking fee is 13,00€ per one booking through the ESRIN Travel Agency**

Type of room required:  Single  Double

Hotel Colonna:  € 80 \*

Hotel Bellavista:  € 80 \*

Hotel Villa Mercede:  € 94\*

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 € 13.00; for more than one service/booking the fee will be € 37.00

**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 13,00€ 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:**

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: .....