**TOXINS 2024 - 7th International Conference – 17-20 January 2024 - Group Hotel Booking Form**

**Company/Sponsor Name:** **Date:**

**Contact person:**

**Address:**

**City/State/Zip: Country:**

**Phone: Email:**

**Please fill in the number of rooms that you are requesting for each day in the table below.**   
**Booking must include the peak nights 17, 18 and 19 January.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Room** | **Rates SGL/DBL** | **Tuesday**  **16 January** | **Wednesday**  **17 January** | **Thursday**  **18 January** | **Friday**  **19 January** | **Saturday**  **20 January** | **Sunday 21 January** | **Total** |
| Single | 168.00 € |  |  |  |  |  |  |  |
| Double | 180.00 € |  |  |  |  |  |  |  |
| \*Suites |  |  |  |  |  |  |  |  |
| **Totals:** | |  |  |  |  |  |  |  |

**\*Reservations may be requested for Suites. Only a limited number of suites are available, and they will be offered on a first come-**

**first-served basis. You will be notified upon receipt of your contract if suites are assigned to your group.**

**Booking method:** Groups will be booked directly with the Estrel via rooming list (excel template) with a contract between the parties detailing specific terms and conditions agreed. The Estrel should receive the rooming list for the reserved number of rooms as well as any further specific services required in the requested format no later than 10 January 2024.

**Deposit:**

At the time of booking a pro forma invoice for a 50% deposit will be sent to the client directly from the Estrel Hotel. The balance of the invoice will be due 2 months prior to the date of the groups’ arrival.

**Attrition/Cancellation:**

Group hotel room contracts must be signed within 14 days of receipt. Once the group rooming contract is signed, 50% will be invoiced and due within 7 days. 25% is due by 1 November 2023, and the remaining 25% will be due by 4 December 2023.  The International Neurotoxin Association agrees to allow for a ten percent (10%) reduction in your cumulative room night commitment without penalty until 17 November 2023. No refunds will be issued after 4 December 2023.

**Return this completed form to** [**groups@neurotoxins.org**](mailto:groups@neurotoxins.org) **for approval. This form will be forwarded to the Estrel hotel and a coordinator will contact you directly.**