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**RESERVATION FORM**

**Intercontinental Medellin, Colombia**

**Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services**

16 – 24 March 2018

**Please complete the form and send to:** reservas@movichhotels.com

**Copy to** patricia.pulido@movichhotels.com

**GUEST DETAILS**

|  |  |
| --- | --- |
| Last Name: |  |
| First Name: |  |
| Phone Number: |  |
| Email Address: |  |
| Company Name:  |  |
| Arrival Date: |  |
| Departure Date: |  |
| Arrival Flight No (optional): |  |
| Departure Flight No (optional):  |  |

**ROOM CATEGORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Room Category** | **Please select one** | **Room type** | **Room IPBES 2018 (USD)\* rate** | **Rates (including taxes and hotel insurance)** |
| Superior |[ ]  Single | 96 | **118** |
|  |[ ]  Double | 126 | **157** |
| Junior suite |[ ]  Single | 135 | **165** |
|  |[ ]  Double | 160 | **198** |
| Club floor |[ ]  Single | 166 | **201** |
|  |[ ]  Double | 184 | **226** |
| Suite |[ ]  Single | 173 | **210** |
|  |[ ]  Double | 198 | **243** |
| Club suite |[ ]  Single | 198 | **239** |
|  |[ ]  Double | 223 | **273** |

* All foreign guests (non-Colombian residents) who pay directly will be tax exempted by showing a valid passport during the check-in.
* Room rates quoted are inclusive of Breakfast
* Free wired and wireless broadband access
* Above rates are only applicable during the above conference dates
* Subject to on-day availability.

**ROOM GUARANTEE METHOD**

|  |
| --- |
|  [ ]  Visa [ ]  MASTERCARD [ ] AMEX [ ]  DINERS [ ]  JCB |
| Card Holder’s name:  |  |
| Credit card number: |  |
| Expiry date: |  |

To confirm your room booking, credit card details are required upon reservation as a guarantee.

**TERMS AND CONDITIONS**

1. Official check-in time is 1500hrs and check out time is 1300hrs.
2. Cancellations or changes can be made 48 hours before check in date without any additional charge.
3. Full-day surcharge will be applicable for guests arriving to check in between 0001 hours to 1500 hours.
4. Late check out shall be chargeable at 50% of room rate after 1300 hrs. Full rate is chargeable for departures after 1800 hours onwards.
5. The first night will be charged and reservation cancelled in the event of a no show on day of arrival. Guest are requested to notify the hotel if they will arrive after 2200 hours otherwise the hotel will assume that there is a no show.
6. Any flight changes must be advised at least 24 hours prior to arrival.