

## **HOTEL RATES**

1. All rates include breakfast, tourist and council taxes
2. Occupancy can either be single, double or twin (2 beds).
3. Check-in time at each hotel is at 10:00 am and check-out time at 12:00 noon. Requests for early check-in or late check-out will be subject to hotel's availability and additional charges may occur.
4. ZALAGH VOYAGES will endeavour to meet all requests. However, if a participant's choice of hotel is not available, another hotel within a similar price range will be allocated.
5. The room prices given in foreign currency may be subject to modification in case of amendment of the exchange rate.

## **BOOKING**

To make a hotel reservation, please complete the Hotel Reservation Form, either online or by e-mail or fax. To guarantee your choice please return your completed Hotel Reservation Form with appropriate deposit as soon as possible since hotel blocks will be filled rapidly.

ZALAGH VOYAGES will accept all reservations with deposit until August 8th, 2003.

Please note that reservation without deposit can not be processed. Reservation after the above deadlines will be subject to availability of hotel rooms and special conference rates may not be honoured.

## **HOTEL DEPOSITS AND PAYMENT**

Two (2) nights deposit per room of your selected hotel and room type must be paid together with the submission of the Hotel Reservation Form. Deposit can be made by bank draft payable to ZALAGH VOYAGES by bank swift transfer to the following address:

Bank account at the name of "ZALAGH VOYAGES"  
At: BCM (Banque Commerciale du Maroc)  
Agence Fes Al Houria  
Account number: 157 C 300326  
R.I.B: 007 270 0000001573300326 60

The total number of nights have to be settled with ZALAGH VOYAGES at the beginning of the meeting. All extras have to be settled with the hotel directly.

## **BOOKING CONFIRMATION**

On receipt of the completed Hotel Reservation Form and the hotel deposit, your reservation will be confirmed by email or by fax. The balance of payment will be invoiced as soon as possible after your arrival in Rabat by ZALAGH VOYAGES who will have a desk on the conference premises.

### **ARRIVAL DATES**

If you are crossing the "International Date Line" please take into consideration the time difference and check that your arrival date in Rabat is correct.

### **CANCELLATION AND REFUND POLICY**

Please notify ZALAGH VOYAGES in writing of all cancellations. Refund will be subject to the following deadlines and charge.

Per person:

After 8 August 2003 : one night will be charged.

After 15 August 2003 : two nights will be charged.

Any refund will be made 30 days AFTER the close of SR conference.

### **DATES AMENDMENTS**

Reservations for early arrivals and late departures will be subject to availability. After the following date (15th of August), all hotels reserve the right to charge one night, for any modification of arrival dates.

### **NO SHOW**

In case of no show, two nights will be charged.