



## REGISTRATION & HOTEL BOOKING FORM

**Please fax or mail, to:**

Top Atlântico DMC - Congress Department  
Av. Dom João II, Lote 1.16.1 – 1990-083 Lisboa, Portugal  
Tel : (+ 351) 218 925 405 Fax : (+ 351) 218 925 406  
e-mail: lisboa.congress@topatlantico.pt



### A PERSONAL DATA – Please fill in

Prof.     Dr.     Eng.     Mr.     Mrs.     Ms.  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Institution: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_  
 Special diet requirements: Vegetarian  Other, please specify: \_\_\_\_\_

### B ACCOMPANYING PERSON(S) – Please fill in

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

### C REGISTRATION FEES – Please tick-off and fill in

	Before October 15 <sup>th</sup> 2010	After October 15 <sup>th</sup> 2010	Total in EUR
Members	<input type="checkbox"/> € 485,00	<input type="checkbox"/> € 535,00	€
PhD Students (*)	<input type="checkbox"/> € 250,00	<input type="checkbox"/> € 290,00	€
Accompanying Persons	<input type="checkbox"/> € 250,00	<input type="checkbox"/> € 290,00	€
<b>Total amount for registration</b>			€

The member and student fees cover EIBA membership for one year and includes subscription to EIBA's official journal International Business Review, conference participation, lunches and dinners mentioned in the programme, tea/coffee during breaks and a CD-ROM with full papers.

The accompanying person's fee includes dinners mentioned in the programme.

(\*): To qualify for the PhD student rate a written proof of your PhD student status is required, for example a letter signed by the person responsible for the PhD programme at your university.

### D ACCOMMODATION – Please tick-off and fill in

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Number of nights: \_\_\_\_\_

Hotel	Category	Single room	Double room	Total in EUR
Sheraton Porto Hotel & Spa	* * * * *	<input type="checkbox"/> € 114,00	<input type="checkbox"/> € 139,00	€
Porto Palácio Hotel & Spa	* * * * *	<input type="checkbox"/> € 104,00	<input type="checkbox"/> € 124,00	€
Tiara Park Atlantic Porto	* * * * *	<input type="checkbox"/> € 99,00	<input type="checkbox"/> € 119,00	€
Ipanema Porto	* * * * *	<input type="checkbox"/> € 74,00	<input type="checkbox"/> € 74,00	€
Fénix Porto	* * * * *	<input type="checkbox"/> € 74,00	<input type="checkbox"/> € 74,00	€
BessaHotel	* * * * *	<input type="checkbox"/> € 71,00	<input type="checkbox"/> € 81,00	€
Quality Inn Portus Cale	* * * * *	<input type="checkbox"/> € 67,00	<input type="checkbox"/> € 75,00	€
Tuela Porto	* * *	<input type="checkbox"/> € 67,00	<input type="checkbox"/> € 67,00	€
Dom Henrique	* * * * *	<input type="checkbox"/> € 64,00	<input type="checkbox"/> € 74,00	€
Vila Galé Porto	* * * * *	<input type="checkbox"/> € 62,00	<input type="checkbox"/> € 73,00	€
Beta Porto	* * * * *	<input type="checkbox"/> € 55,00	<input type="checkbox"/> € 65,00	€
Quality Inn Praça da Batalha	* * *	<input type="checkbox"/> € 55,00	<input type="checkbox"/> € 61,00	€
Ibis Porto São João	* *	<input type="checkbox"/> € 54,00	<input type="checkbox"/> € 60,00	€
Tryp Porto Centro	* * *	<input type="checkbox"/> € 53,00	<input type="checkbox"/> € 58,00	€
Nave	* *	<input type="checkbox"/> € 41,00	<input type="checkbox"/> € 51,00	€
<b>Total amount for accommodation</b>				€

Rates are in Euros (€) per room, per night, including breakfast, VAT and taxes. These special rates are available only if booking is made and paid through Top Atlântico DMC. Reservation requests will be confirmed on a *first come, first served* basis. If your choice is no longer available a similar alternative accommodation will be offered.

**E****SOCIAL EVENTS - Please tick-off and fill in**

Please indicate the social events that you and your accompanying person(s) will attend. The social events are included.

Social event	Date	Participant		Accompanying person	
		Yes	No	Yes	No
<input type="checkbox"/> Welcome Reception	December 09 <sup>th</sup>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="checkbox"/> Gala Dinner	December 11 <sup>th</sup>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**F****OPTIONAL SIGHTSEEING TOURS - Please tick-off and fill in**

No minimum number of persons required.

	Date	Tickets per person	Total in EUR
<input type="checkbox"/> Porto Tour (Daily) Half day (4 hours)	€ 31,00	09:00 <input type="checkbox"/> Ticket(s) x € 31,00	€
		14:00 <input type="checkbox"/> Ticket(s) x € 31,00	€
<input type="checkbox"/> Douro (Daily) Full day (11 hours)	€ 94,00	09:00 <input type="checkbox"/> Ticket(s) x € 94,00	€
<input type="checkbox"/> The Charm of Minho Province (Daily - lunch included) Full day (10 hours)	€ 89,00	08:00 <input type="checkbox"/> Ticket(s) x € 89,00	€
<b>Total amount for optional sightseeing tours</b>			<b>€</b>

**G****CANCELLATION POLICY****Registration:** Any cancellation must be made before October 15<sup>th</sup> 2010, and full refund will be made. Cancellations received between October 16<sup>th</sup> and 31<sup>st</sup>, 2010 50% of the registration fee will be charged. After October 31<sup>st</sup> no refunds will be made.**Accommodation and Tours:** All bookings must be fully prepaid. Requests received without payment will not be considered. Upon payment an official confirmation letter will be sent. Cancellations received before October 23<sup>rd</sup> 2010 will be refunded after the congress, minus €50,00 administrative fees. After this date no refunds will be made.

All refunds will be processed until 60 days after the Congress.

**H****PAYMENT – Please fill in**

Total of sections C + D + F €

**J****FORM OF PAYMENT – Please tick-off and fill in**
 **Certified bank cheque**, made payable to Top Atlântico DMC (Please attach or fax a copy of the certified bank cheque)  
 (Personal cheques not accepted).

Number: \_\_\_\_\_ Bank: \_\_\_\_\_ Amount: €

 **Swift Bank transfer** (Please enclose copy of the bank order), to:

 Top Atlântico DMC – Viagens Turismo, S.A.  
 IBAN: PT50 0033 0000 0000 8770 6440 5  
 Swift Code: BCOMPTPL  
 Bank: Banco Comercial Português  
 Address: Av. José Malhoa, Lote 1682, Piso 3  
 1099-007 Lisboa, Portugal

Name of bank: \_\_\_\_\_ City: \_\_\_\_\_ Amount: €

(All bank expenses must be borne by the participant)

 **Credit card:**
 
 
 
 Other

Cardholder's Name \_\_\_\_\_

Card number: \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_

Three last digits mentioned on the back of the card (Except AMEX): \_\_\_\_\_

I herewith authorize Top Atlântico DMC, to debit this credit card for the amount of: \_\_\_\_\_ Amount: €

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I****INFORMATION TO ISSUE THE RECEIPT – Please fill in**

Receipt in the name of: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_ VAT Number: \_\_\_\_\_

**Liability:** Personal travel insurance is strongly recommended, as the Organising Committee and Top Atlântico DMC act as agents only in securing hotels, transport and travel services and in no event shall be liable for acts or defaults in case of injury, damage, loss, accident, delay or irregularity of any kind whatsoever during arrangements organised through contractors or the employees of such contractors in carrying out services. Hotel and transportation services are subject to the terms and conditions under which they are offered to the public in general. The Organising Committee reserves the right to make changes where deemed necessary, without prior notice to parties concerned. All disputes are subject to the Portuguese law.

**PLEASE FAX TO (+ 351) 218 925 406**

An official confirmation will follow soonest possible. If you have chosen payment by certified bank cheque or swift bank transfer please make sure that you have duly completed all the payment details, otherwise your form will not be considered. If you have chosen payment by credit card please make sure that you have correctly filled all the required information, otherwise your form will not be considered.