



ICT TRANSPARENCY AND CORPORATE RESPONSIBILITY CONFERENCE

Lisbon, 7 – 9 November 2007

Universidade Católica Portuguesa



REGISTRATION, HOTEL & TOURS BOOKING FORM

Please fax or mail, to:

Top Atlântico DMC - Congress Department - Att: Mr. Vitor Alves
 Av. Dom João II, Lote 1.16.1 – 1900-083 Lisboa, Portugal
 Tel : (+ 351) 218 925 405 Fax : (+ 351) 218 925 406
 e-mail: lisboa.congress@topatlantico.pt



A PARTICIPANT - Please tick-off and fill in

Prof. Dr. Eng. Mr. Ms.

Last Name: _____ First Name: _____

Institution: _____

Department: _____

Address: _____

City: _____ Country: _____ Postal Code: _____

Phone: _____ Fax: _____ e-mail: _____

Information to issue the Receipt:

Receipt in the name of: _____

Address: _____ City: _____

Country: _____ Postal Code: _____ VAT Number: _____

B ACCOMPANYING PERSON – Please fill in

Last Name: _____ First Name: _____

Conference dinner on the 8th November 2007 at the _____ Ticket(s) x € 60,00 € _____
 Lisboa Marriott Hotel

C REGISTRATION FEES – Please tick-off and fill in

	Till 1 st Sept. 2007	After 1 st Sept. 2007	Total
Faculties, Researchers & Practitioners	<input type="checkbox"/> € 120,00	<input type="checkbox"/> € 150,00	€ _____
Students	<input type="checkbox"/> € 70,00	<input type="checkbox"/> € 90,00	€ _____
<input type="checkbox"/> 7 th November 2007 – Buffet Dinner at the Lisboa Marriott		<input type="checkbox"/> Ticket(s) x € 50,00	€ _____
<input type="checkbox"/> 9 th November 2007 – Fado Dinner at Café Luso in Lisboa		<input type="checkbox"/> Ticket(s) x € 45,00	€ _____
Total amount for Registration + Optional Dinners			€ _____

Conference registration fee include opening ceremonies, sessions, keynote speeches, coffee-breaks, official reception, two social lunches (buffet) and the Conference Dinner on the 8th November 2007 at the Lisboa Marriott Hotel.

D ACCOMMODATION - Please tick-off and fill in

Arrival Date: _____ Departure Date: _____ Number of nights: _____

Hotel	Category	Single Room	Double Room	Total
Lisbon Marriott <i>(Across the street from the Meeting Venue)</i>	****	<input type="checkbox"/> € 96,00	<input type="checkbox"/> € 96,00	€ _____
Açores Lisboa	****	<input type="checkbox"/> € 71,00	<input type="checkbox"/> € 80,00	€ _____
Berna	***	<input type="checkbox"/> € 44,00	<input type="checkbox"/> € 50,00	€ _____
Total amount for accommodation				€ _____

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 serve basis*. If your choice is no longer available a similar alternative accommodation will be offered.

E**SIGHTSEEING TOURS - Please tick-off and fill in**

No minimum number of persons required.

			Tickets per person	Total
<input type="checkbox"/>	Tour 1 – Lisbon Tour <i>Half day</i>	_____ 09:00 AM	<input type="checkbox"/> Ticket(s) x € 32,00	€ _____
	Date _____	02:30 PM	<input type="checkbox"/> Ticket(s) x € 32,00	€ _____
<input type="checkbox"/>	Tour 2 – Sintra / Estoril / Cabo da Roca <i>Half day</i>	_____ 02:30 PM	<input type="checkbox"/> Ticket(s) x € 53,00	€ _____
<input type="checkbox"/>	Tour 3 – Óbidos / Nazaré / Fátima (lunch included) <i>Full day</i>	_____ 09:00 AM	<input type="checkbox"/> Ticket(s) x € 83,00	€ _____
<input type="checkbox"/>	Tour 4 – Évora (lunch included) * <i>Full day</i>	_____ 09:00 AM	<input type="checkbox"/> Ticket(s) x € 78,00	€ _____

* Tour 4 - Évora - Operates only on Saturdays.

Total amount for sightseeing tours

€ _____

F**CANCELLATION POLICY**

Registration: In case of cancellation, and provided that written notice is received by Top Atlântico (e-mail: lisboa.congress@topatlantico.pt or Fax: (+351) 218 925 406) before October 1, 2007, 80% of the registration fee will be refunded. We regret that no refunds can be made for cancellations after that date. "No-shows" are non-refundable and are liable for the full registration fee."

Accommodation and Tours: All bookings must be fully prepaid. Requests received without payment may be not considered. Upon payment a confirmation letter/fax will be sent. Cancellations received before September 17th 2007 will be refunded after the congress, minus € 25,00 administrative fees. After this date no refunds will be made.

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

G**PAYMENT – Please fill in****Total of sections C + D + E**

€ _____

H**FORM OF PAYMENT – Please tick-off and fill in**

- Certified Bank Cheque, made payable to Top Atlântico DMC – Viagens Turismo, S.A.:

Number: _____ Bank: _____ Amount: _____

- Swift Bank Transfer (Please enclose copy of the bank order) to:
Top Atlântico DMC – Viagens Turismo, S.A.
Int. Bank Account Number: PT50 0033 0000 0000 8770 6440 5
Swift Code: BCOMPTPL
Bank: Banco Comercial Português
Address: Rua Coronel Bento Roma, Lt. 942, Piso 3
1749-088 Lisboa, Portugal

- Credit card:

Visa Amex MasterCard 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 – Viagens Turismo S.A., to debit this credit card for the amount of € _____.

I also authorize Top Atlântico DMC – Viagens Turismo, S.A., debiting or crediting my credit card account with the amount for any subsequent change(s) to the items booked.

Signature: _____ Date: _____

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