

MCMC 2006

7th IFAC Conference

on Manoeuvring and Control of Marine Craft

September 20-22, 2006 - Instituto Superior Técnico – Lisbon, Portugal



REGISTRATION, HOTEL & TOURS BOOKING FORM

Please fax or mail, to:

Top Atlântico Operated by TopTours - 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. Mrs. Ms.
(Please write your last and first names as you want them to appear printed in your meeting badge)

Last Name: _____ First Name: _____

Affiliation: _____

Address: _____

City: _____ Country: _____ Postal Code: _____

Tel: _____ Fax: _____ e-mail: _____

B TECHNICAL PAPERS - Please fill in

MCMC 2006 has the policy to only include in the Proceedings those accepted papers for which at least one author has registered for the conference at the time of the submission of the final manuscript. If you are an author of an accepted paper, please do not forget to fill the field below.

If you are an author of an accepted paper, please indicate the **Paper Number:** _____

C ACCOMPANYING PERSON – Please fill in

Last Name: _____ First Name: _____

D REGISTRATION – Please tick-off and fill in

	Advance Registration (Before July 24, 2006)	On Site Registration or After July 24, 2006	Total
Full Registration	<input type="checkbox"/> € 350,00	<input type="checkbox"/> € 400,00	€ <input type="text"/>
Student Registration	<input type="checkbox"/> € 250,00	<input type="checkbox"/> € 250,00	€ <input type="text"/>
Total amount for Registration			€ <input type="text"/>

• Full Registration includes admission to all the technical sessions, a CD-ROM with the Symposium Preprints, a printed Book of Abstracts including the Final Program, coffee-breaks, welcome reception and banquet. Student Registration fee does not include the Banquet.

• Students should attach evidence of qualification, a photocopy of the student card or an official document certifying the student status. Students must also send to Top Atlântico Operated by Top Tours, together with the registration form, a document written by their University stating that they are a full-time graduate or undergraduate student enrolled in a graduation program. Please, DO NOT send this information to the Conference Secretariat.

• Registration is not valid until payment is received.

E**ACCOMMODATION - Please tick-off and fill in**

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

Hotel	Category	Single Room	Double Room	Total
Holiday Inn Lisboa	****	<input type="checkbox"/> € 90,00	<input type="checkbox"/> € 100,00	€ <input type="text"/>
A.S. Lisboa	***	<input type="checkbox"/> € 57,00	<input type="checkbox"/> € 69,00	€ <input type="text"/>
Fonte Luminosa	Guesthouse	<input type="checkbox"/> € 36,00	<input type="checkbox"/> € 54,00	€ <input type="text"/>
Total amount for accommodation				€ <input type="text"/>

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 Operated by TopTours. 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.

F**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>	Date _____	09:00 AM <input type="checkbox"/> Ticket(s) x € 31,00	€ <input type="text"/>
			02:30 PM <input type="checkbox"/> Ticket(s) x € 31,00	€ <input type="text"/>
<input type="checkbox"/>	Tour 2 – Sintra / Estoril / Cabo da Roca <i>Half day</i>	Date _____	02:30 PM <input type="checkbox"/> Ticket(s) x € 51,00	€ <input type="text"/>
<input type="checkbox"/>	Tour 3 – Óbidos / Nazaré / Fátima (lunch included) <i>Full day</i>	Date _____	09:00 AM <input type="checkbox"/> Ticket(s) x € 81,00	€ <input type="text"/>
<input type="checkbox"/>	Tour 4 – Évora (lunch included) * <i>Full day</i>	Date _____	09:00 AM <input type="checkbox"/> Ticket(s) x € 76,00	€ <input type="text"/>

* Tour 4 - Évora - Operates only on Tuesdays and Saturdays.

Total amount for sightseeing tours€ **G****CANCELLATION POLICY****Registration:**

In case of cancellation, and provided that written notice is received by Top Atlântico Operated by TopTours (Email: lisboa.congress@topatlantico.pt or Fax: (+351) 218 925 406) before July 31, 2006, 85% 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 August 04, 2006, shall 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.

H**PAYMENT – Please fill in****Total of sections D + E + F**€

Full payment is required in order to confirm the registration and the booking. Upon payment a confirmation letter/fax/e-mail will be sent.

- 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

Billing address: _____

Cardholder's birth 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.

Information to issue the Receipt:

Receipt in the name of: _____

Address (if different from the above): _____

City: _____ Country: _____ Postal Code: _____

VAT Number: _____

Signature: _____ Date: _____

Liability:

Personal travel insurance is strongly recommended, as the Organising Committee and Top Atlântico Operated by TopTours 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