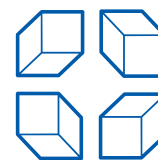


# The ICEF Latin America Workshop

For international educators and student recruitment agents from all over Latin America



**ICEF**  
Workshops



Grand Hyatt São Paulo • September 24 - 26, 2015

## Blue Tree Premium Morumbi São Paulo - Reservation Form

(for additional nights prior to Sept. 24 and after Sept. 27)

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Please return your booking as soon as possible as only a limited number of rooms will be available. Rooms will be allocated on a first-come, first-served basis. Any remaining rooms will be released to the hotel on August 24, 2015.

### Room Reservation Request (Please type or print in capital letters)

Company / Institution \_\_\_\_\_

Mr  Ms Last name \_\_\_\_\_ First name \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City \_\_\_\_\_ Postal code \_\_\_\_\_

Country \_\_\_\_\_ State \_\_\_\_\_

Tel. (incl. area code & extension) \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ URL \_\_\_\_\_

Passport number \_\_\_\_\_

In case of sharing a double room, please indicate the name of second person: \_\_\_\_\_

Mr  Ms Last name \_\_\_\_\_ First name \_\_\_\_\_

### Additional nights required (subject to room availability)

#### Pre-workshop nights (prior to Sept. 24, 2015)

Date of check-in\* \_\_\_\_\_ Date of check-out\* \_\_\_\_\_ # of nights \_\_\_\_\_

Approx. arrival time \_\_\_\_\_ Approx. departure time \_\_\_\_\_

#### Post-workshop nights (after Sept. 27, 2015)

Date of check-in\* \_\_\_\_\_ Date of check-out\* \_\_\_\_\_ # of nights \_\_\_\_\_

Approx. arrival time \_\_\_\_\_ Approx. departure time \_\_\_\_\_

\* Please note: earliest possible check-in time is 15:00 and latest check-out time is 12:00 noon. Anyone occupying a room past check-out time up until 18:00 will have to pay a half day surcharge. After that time, a full day's charge will apply.

### Room Type & Rate (please check appropriate box)

Deluxe Premier Room Single (non-smoking) **BRL 295** per night

Deluxe Premier Room Twin (non-smoking) **BRL 295** per night

Additional nights are available on request and are subject to room availability. Above rates are per room, per night and are subject to 5% city tax and BRL 3,60 tourism tax (per room and night). Breakfast is included. **Please note: If you are attending the ICEF Latin America Workshop 2015 as an agent, 3 nights accommodation (Sept. 24 to Sept. 27) will be booked for you and sponsored by ICEF.**

### Payment

Please note that reservations can only be guaranteed by the following:

Eurocard / MasterCard  American Express  Visa  Diners Club

Card no.: \_\_\_\_\_ Expiry date: \_\_\_\_\_ / \_\_\_\_\_

CVC/CVV code: \_\_\_\_\_ The CVC/CVV code is a three (Mastercard/Eurocard, Visa, Diners Club) or four (American Express) digit security code on your credit card.

Card holder's name \_\_\_\_\_ Signature \_\_\_\_\_

Place and date \_\_\_\_\_

**Terms & Conditions:** In order to confirm a room reservation, the Blue Tree Morumbi Hotel will require your credit card details. Credit cards will be charged on or after August 24 for the duration of your stay. Any cancellations received after August 24 will be subject to a 100% cancellation fee for your stay.

▶ Email: [lott@icef.com](mailto:lott@icef.com)