



Accommodation Booking Group Reservation Form

Please complete this form and return it to:

IAS 2019 Accommodation Team
c/o Ideas Creativas
groups.accommodation@ias2019.org
Phone: +52 55 51 62 01 12

Important notes:

- You must complete all fields before submitting your group registration.
- Required fields are indicated with an asterisk (*).

GROUP MANAGER CONTACT INFORMATION

Gender*: Male Female Transgender

Last Name(s)*: _____

First Name(s)*: _____

Telephone*: _____

Email (preferred)*: _____

BILLING ADDRESS

Company / Affiliation / Organization Name *: _____

Department *: _____

Street *: _____ Postal Code (ZIP)*: _____

City*: _____ Country*: _____

FURTHER INFORMATION

If you are an agency representing a company, please enter the name of the company below:



Hotel Reservation Options

The below room allotments have been pre-blocked by the IAS 2019 Accommodation Team. Rooms are available on a first-come first- served basis and are subject to hotel availability.

| HOTEL | CATEGORY | SINGLE ROOM RATE* | DOUBLE ROOM RATE | DISTANCE FROM VENUE** |
|-----------------------------------------|----------|-------------------|------------------|-----------------------|
| Barceló Mexico Reforma | 5 Stars | \$263.09 USD | \$293.41 USD | 24 minutes |
| Fiesta Americana Grand Chapultepec | 5 Stars | \$262.72 USD | \$272.57 USD | 15 minutes |
| Hilton Mexico City Reforma | 5 Stars | \$215.70 USD | \$248.50 USD | 30 minutes |
| Hyatt Regency Mexico City | 5 Stars | \$264.02 USD | \$299.97 USD | 10 minutes |
| JW Marriot Hotel Mexico City | 5 Stars | \$295.25 USD | \$327.86 USD | 10 minutes |
| Marquis Reforma Hotel & Spa | 5 Stars | \$274.98 USD | \$296.54 USD | 17 minutes |
| Intercontinental Presidente Mexico City | 5 Stars | \$264.36 USD | \$290.68 USD | 10 minutes |
| Sheraton Mexico City Maria Isabel | 5 Stars | \$ 253.86 USD | \$273.43 USD | 15 minutes |
| Hotel W | 5 Stars | \$295.25 USD | \$327.86 USD | 10 minutes |
| Mexico City Marriot Reforma | 4 Stars | \$232.82 USD | \$257.43 USD | 25 minutes |
| Camino Real Polanco Mexico | 4 Stars | \$193.05 USD | \$218.00 USD | 15 minutes |
| Galería Plaza Reforma | 4 Stars | \$217.73 USD | \$235.91 USD | 20 minutes |
| Fiesta Americana Satélite | 4 Stars | \$170.00 USD | \$170.00 USD | 25 minutes |
| Courtyard Mexico City Toreo | 3 Stars | \$200.00 USD | \$ 220.00 USD | 5 minutes |
| Emporio Mexico City | 3 Stars | \$134.34 USD | \$ 154.55 USD | 25 minutes |
| Fiesta Americana Reforma | 3 Stars | \$161.49 USD | \$161.49 USD | 20 minutes |
| Fiesta Inn Naucalpan | 3 Stars | \$ 95.66 USD | \$107.43 USD | 15 minutes |
| Fiesta Inn Insurgentes Viaducto | 3 Stars | \$143.79 USD | \$155.98 USD | 20 minutes |
| Fontan Reforma | 3 Stars | \$ 76.32 USD | \$104.17 USD | 30 minutes |
| Krystal Satélite Maria Bárbara | 3 Stars | \$ 95.13 USD | \$ 109.79 USD | 20 minutes |
| Laila Hotel CDMX | 3 Stars | \$147.58 USD | \$153.54 USD | 17 minutes |
| Mision Toreo Centro de Convenciones | 3 Stars | \$115.31 USD | \$115.31 USD | 10 minutes |

* Rates are per room per night with single occupancy and include 16% tax and 3 % housing tax, breakfast and tips.

**Distance from the conference venue is by car and may be longer depending on traffic.

Reservation Information

Hotel – First Choice: _____

Hotel – Second Choice: _____

Check-in date: (dd / mm / yyyy)

Check-out date: (dd / mm / yyyy)

Room: Single Double*** If you choose double, please indicate: 1 bed 2 beds

Room Type: Standard Executive



| Date | Thursday 18 July 2019 | Friday 19 July 2019 | Saturday 20 July 2019 | Sunday 21 July 2019 | Monday 22 July 2019 | Tuesday 23 July 2019 | Wednesday 24 July 2019 | Thursday 25 July 2019 |
|----------------------|--------------------------|------------------------|--------------------------|------------------------|------------------------|-------------------------|---------------------------|--------------------------|
| Room Type & Quantity | | | | | | | | |

Special Requests: _____

Method of Payment

Payments will be accepted in USD by bank transfer or credit card only. Credit card information is requested to guarantee and confirm the booking. All rooms must be pre-paid.

I would like to pay the amount due by:

- Bank Transfer
- Credit Card
(Further details will be sent by e mail upon receipt of this registration form)

Changes and cancellation policy

Any date changes or cancellations must be received and confirmed before 18 April 2019. Cancellations received after this date will be charged in full according to the hotel policy.

| Payment schedule | |
|----------------------------|--------------------------|
| Date | Payment due |
| 1 – 18 December | 10% of total amount |
| 19 December to 18 February | 20% of total amount |
| 19 February to 31 March | 50% of total amount |
| 1 April and onwards | 100% of the total amount |

When booking, delegates are free to pay any percentage of the total amount due, that falls either *within* the time period of the booking, or *after*, as per the above payment schedule. Meaning if an accommodation booking is e.g. submitted on 10 December, payment can either follow the above payment deadlines and %, or a higher amount can be paid upfront to avoid several transactions (like e.g. payment of 50% by 18 December and the outstanding 50% by 1 April), or full payment can be made directly upon booking to have one transaction only. All bookings made from 1 April onwards will be charged 100% in one payment.

CONFIRMATION OF ACCOMMODATION RESERVATION

I have read and accept the changes and cancellation policy without any restrictions and I confirm the above bookings.

Place, Date: _____ Signature: _____