## **SMi Group's Hotel Accommodation Booking Service**



To book your accommodations please complete the form on page 2, by selecting a first and second choice hotel from the list. We will take care of the rest. SMi will ensure that you get the right accommodation at the right price whatever your budget. SMi rates are guaranteed to be lower than those published on the hotel website or any other online booking website. Remember London hotels book up very fast so please do not delay completing the booking form. Booking early ensure that you get your first choice hotel.

Return your form to us via fax or scan it and send it to <a href="https://hotels@smi-online.co.uk">hotels@smi-online.co.uk</a>. SMi will send you confirmation of your booking

\*All rates excluding VAT

**Key Bridge Marriott** 

Address: 1401 Lee Highway, Arlington, VA, USA

SMi Special Rates From: \$259++



## **HOTEL RESERVATION FORM**

Please complete and return on the following Fax number or E-mail address

Phone: +44 (0) 207 827 6000 Fax: + 44 (0) 207 827 6001

E-mail: events@smi-online.co.uk

**Guest Details** 

Conference																		
Title:	Forename:					Surname:												
Company:				Telephone:														
Email:					Fax:													
Address:	Address:																	
Hotel Details																		
1 <sup>st</sup> Hotel Choice:					2 <sup>nd</sup> Hotel Choice:													
Room Type:	Standard					Executive												
No of Rooms:	No of Nights:					Smoking Room/Non-Smoking Room:												
Arrival Date:					Departure Date:													
Credit Card Details																		
Card Type: MasterCar			Card						Visa				Amex					
Card Number for guarantee:																		
Card Holder Name:					Expiry Date:													
I confirm that I have rea	d and agree to	SMi	Tern	ns &	Cond	lition	s of E	Booki	ng									
Signature:					Date:													

**Terms and Conditions of Booking**: If a cancellation is made, please advise the hotel directly as well as SMi, quoting your reservation number. Please check the hotel website for full cancellation Terms and Conditions.