

To book your accommodation please complete the form on page 2. 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 Rome 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 [events@smi-online.co.uk](mailto:events@smi-online.co.uk). SMi will send you confirmation of your booking**

### **Crown Plaza Rome – St. Peter's Hotel**

**Address:** Via Aurella Antica, 415, 00165 Roma

**SMi Special Rates From: €130 including breakfast and VAT – City tax Excluded**

**\*\*\*PLEASE NOTE THE FOLLOWING\*\*\***

First night pre-payment cannot be refunded for cancellation at any time.

For cancellation between 5th January 2020 and 20th January 2020, only one night will be charged to the given credit card.

For cancellation between 21st January 2020 till the arrival day, or in case of no-show, the entire forecast amount of all nights reserved will be charged to the given credit card.

# 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](mailto:events@smi-online.co.uk)

## Guest Details

Conference			
Title:	Forename:	Surname:	
Company:		Telephone:	
Email:		Fax:	
Address:			

## Hotel Details

Hotel Choice:		
Room Type:	Standard	Executive
No of Rooms:	No of Nights:	Smoking Room/Non-Smoking Room:
Arrival Date:		Departure Date:

## Credit Card Details

Please note the below card details are used only to guarantee the room reservation. Upon arrival, the hotel will ask for a physical credit card to swipe and take payment/guarantee any extra charges [room service etc]. If you would like to settle payment prior to arrival, please contact us and we will send you a Credit Card Authorisation Form.

Card Type:	MasterCard	Visa	Amex											
Card Number for guarantee:														
Card Holder Name:		Expiry Date:												
I confirm that I have read and agree to SMi Terms & Conditions of Booking														
Signature:							Date:							

**Terms and Conditions of Booking:** Please note the hotel will charge your credit card directly on departure. 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.