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**IEEE-PRIME 2015**

**Capita Travel and Events** has been appointed by **The University of Glasgow** as the official accommodation agent for the the **IEEE-PRIME 2015** event, 28th June – 2nd July 2015. We have negotiated discounted hotel prices and secured dedicated allocations to ensure maximum availability even at the busiest of periods. Detailed in the below table is the list of hotels we have secured discounted rates and allocation:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ****Hotel****  ****Name**** | ****Star Rating**** | ****Single Occupancy**** | ****Double Occupancy**** | ****Journey time to venue**** | ****Breakfast**** | ****Guest Room Wi-Fi**** | ****Cancellation Policy**** |
| ****Pond hotel**** | **3** | **£65.00** | **£75.00** | **10 minutes by taxi** | **Full Scottish breakfast** | **Free of charge** | **24 hours prior to arrival** |
| ****Hilton Grosvenor**** | **4** | **£105.00** | **£115.00** | **15 minute walk** | **Full Scottish Breakfast** | **Free of charge** | **28 days prior to arrival** |

**Please Note**

**Individual bookings**

We will need details of a valid credit/debit card to guarantee your hotel booking. Credit card details will guarantee against non-arrival and late cancellation charges only. Individual guests will need to provide a credit/debit card when checking in to cover all extras during their stay. Lower priced ‘advanced purchase/non-refundable’ rates are available on request.

**Group bookings**

Different terms and cancellation deadlines will apply depending on the policy of the hotel. For group bookings please contact our Exhibitions reservation team on 0845 054 8470 to request further details. Full terms and conditions of the selected hotel will be notified to you at the time of your enquiry and again at the time of booking.

**Prices**

All prices shown in the table above are per room per night and include Vat unless stated differently. All rates and room availability are subject to change. Your booking can be cancelled up to the time stated prior to arrival. Within this period full cancellation charges will apply.

**Receipts for invoices**

Any receipts for payment of invoices required should be obtained from the hotel prior to departure. The hotel confirmation will not be proof of payment.

**Journey times to venue**

The travel times provided are the estimated public transports/walking travel times from the hotel to the venue.

**Disclaimer**

All the information contained in this booking form is correct at the time of going to press. However, whilst every care has been taken in the completion of this form, we cannot be held responsible for changes outside our control.

Making your accommodation booking with **Capita Travel and Events**

Once you have made a decision on your preferred hotel choice/s we have three ways in which you can book your accommodation for the **IEEE-PRIME 2015.**

**Telephone: Call our dedicated exhibition booking team on 0844 793 7420 international 00 44 141 2050077**

**Email: Email your request or alternatively fill in the below booking form with your chosen hotel to** [**glasgowgroups@expotel.com**](mailto:glasgowgroups@expotel.com)

|  |  |
| --- | --- |
| **Contact name** |  |
| **Organisation** |  |
| **Address** |  |
| **Email** |  |
| **Telephone** |  |
| **Exhibition name** |  |

|  |  |
| --- | --- |
| **Hotel Preference 1** |  |
| **Hotel Preference 2** |  |
| **Hotel Preference 3** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Guest name | Room occupancy | Check in | Check out | Breakfast |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Cardholder name** |  | **Security number** |  |
| **Card number** |  | **Valid from** |  |
| **Card type** |  | **Expiry date** |  |

**Please note**  
Credit card details will guarantee against non-arrival and late cancellation charges only. Individual guests will be required to provide a credit / debit card when checking in to cover all additional extras during their stay.

I hereby authorise you to charge the above credit card as described above: the credit card will not be deducted unless you fail to arrive or cancel outside the policy.