



Rua da Justiça, 71, Maputo, MOZAMBIQUE
 Tel: + 258 21 41 81 41 // Cell: +258 84 40 40 710
 E-mail: aortic@danatours.com

AORTIC 2019 ACCOMMODATION AND AIRPORT TRANSFER BOOKING FORM

In order to reserve accommodation at one of the AORTIC 2019 official conference hotels and/or an airport transfer, please fill in this form and send it to us by e-mail to: aortic@danatours.com.

PERSONAL DETAILS

Please note that only properly completed forms with all required details will be accepted.

First name:		Surname:	
Address Line 1:		Phone (with country code):	
Address Line 3:		Mobile (with country code):	
Country:		E-mail:	

ACCOMMODATION

Please note that the hotels listed are also those from which transportation will be provided to and from the conference venue. Participants who opt not to stay in any of these hotels will not be entitled to transportation facilities provided by the conference.

HOTEL RATES

Rates indicated below are in US Dollars.

Rates quote are per room, per night, including breakfast, Wi-Fi and all taxes.

Stars	Hotel name	Per single room per night	Per twin / double room per night
*****	Radisson Blu Hotel & Residence, Maputo	\$249	\$279
*****	Polana Serena Hotel	\$235	\$277
****	Southern Sun Maputo	\$217	\$253
****	Maputo AFECC Gloria Hotel	\$144	\$154
****	Montebelo Indy Maputo Congress Hotel	\$137	\$148
****	Montebelo Girassol Maputo Hotel	\$118	\$127
***	Hotel Terminus	\$131	\$148
***	Pestana Rovuma	\$96	\$103

BOOK YOUR ROOM: Please fill in the details (provide a second and third option in case the hotel is fully booked)

Hotel name	Type of room: Single or double	Check-in date	Check-out date	Total number of nights	Number of rooms	Number of persons

CALCULATION OF AMOUNT DUE: Room price x total number of nights x number of rooms = Total amount due

Room price	Total number of nights	Number of rooms	Total

AIRPORT TRANSFERS

US \$20 person per airport transfers (minimum 2 pax). Transfers are not private but will be for AORTIC participants only.

ARRIVAL TRANSFERS: Please fill in all the details

Arrival date	Flight number	Arrival time	Hotel name	Number of persons

DEPARTURE TRANSFER: Please fill in all the details. You will be picked up 2 hours 15minutes before your flight. If you would like an earlier transfer, please stipulate this.

Departure date	Flight details	Departure time	Hotel name	Number of persons

CALCULATION OF AMOUNT DUE: Transfer cost x number of people x number of transfers = Total amount due

Transfer cost	Number of people	Number of transfers (1 = collection only; 2 =	Total amount
\$20			

TOTAL AMOUNT (Accommodation *PLUS* Airport Transfer)

USD _____

PAYMENT METHODS

BANK TRANSFER

Once your booking is received, a proforma invoice will be sent with bank details.

NAME OF ACCOUNT: Dana Tours Lda
BANK: Standard Bank
ADDRESS: Praça 25 de Junho, Maputo
ACCOUNT NUMBER: 1081370541087
SWIFT ADDRESS: SBICMZMX
NIB NUMBER: 000301080137054108745
IBAN NUMBER: MZ59000301080137054108745
CURRENCY: USD

Once the bank transfer is complete, please send us a copy of the bank transfer documentation so we can trace the payment. Any short payment resulting from bank charges will be charged back to the participant.

CREDIT CARD

Once your booking is received, a proforma invoice will be sent with details to enable you to pay directly with your credit card.

Conditions for payment by credit card:

- 1- By law credit cards are charged in Meticaís and will be converted at the Bank Buying Rate.
- 2- Only Visa and Mastercards are accepted.
- 3- Any short payment resulting from bank charges will be charged back to the participant.
- 4- A 3% credit card fee will be applied and added to the total price.

BOOKING PROCEDURE, TERMS AND CONDITIONS

To ensure a quick and complete booking procedure, please follow the following steps

- 1) Please complete this booking form in full and email it to aortic@danatours.com.
- 2) You will receive confirmation of receipt of your request by email only.
- 3) Should you select to pay by credit card we will send you an email within one working day.
- 4) Reservations at the official conference accommodation will be made on a "first come, first served" basis and on behalf of participants by Dana Tours, the official appointed Destination Management Company for AORTIC 2019. Please complete this booking form in full and email it to aortic@danatours.com.
- 5) Published room rates are valid until **1 September 2019**. Thereafter, rates are not guaranteed, and any late reservations will be accommodated according to current rates and availability. In order to finalise your accommodation booking, the full amount due is required as pre-payment. Any extras must be settled upon check-out.
- 6) Any short payment resulting from bank charges and/or exchange rate fluctuations will be charged back to the participant.
- 7) Once the full payment is received in our account, we will send you a confirmation of booking with a voucher.
- 8) When you arrive at your hotel, please present the voucher to the reception desk of the hotel.
- 9) All cancellations must be received in writing.
- 10) Cancellation fees will be imposed as follows:
 - a. Cancellations 60 days prior to the start of the conference (before **5 September 2019**) will receive a full refund of all monies paid less a 10% administration fee and local bank charges.
 - b. Cancellations between 59 and 30 days prior to the start of the conference will be refunded 50% of all monies paid less local bank charges.
 - c. No refunds will be given for cancellations less than 30 days before of the start of the conference (after **7 October 2019**) or no-shows; the participant will be liable for the full amount due.
- 11) **Deadline for bookings**

After **20 October 2019**, we will not accept any more booking done by bank transfer, only credit card.
After **1 November 2019**, we will not accept any more bookings.