



NATIONAL ASSEMBLY OF ARMENIA



INTER-PARLIAMENTARY UNION



Making Child Rights a Reality for the Most Vulnerable Children

Regional parliamentary seminar hosted by the National Assembly of Armenia and organized by the Inter-Parliamentary Union (IPU) and the United Nations Children's Fund (UNICEF)

Yerevan, Armenia, 14-16 June 2011

HOTEL RESERVATION FORM

(one per participant)

To be returned by **20 May 2011** (Golden Tulip and Congress Hotels)

and by **29 May** (Marriott and Ani Plaza Hotels)

Alternative hotels may be proposed based on availability

DELEGATION OF _____

FAMILY NAME (Ms./Mrs./Mr.)	FIRST NAME	TELEPHONE	E-MAIL

HOTEL AND ROOM CHOICE

Armenia Marriott (5*)	Golden Tulip Yerevan (5*)	Best Western Congress (4*)	Ani Plaza (4*)
DELUXE ROOMS	STANDARD ROOMS	STANDARD ROOMS	STANDARD ROOMS
Single \$197 <input type="checkbox"/>	Single \$120 <input type="checkbox"/>	Single \$95 <input type="checkbox"/>	Single \$105 <input type="checkbox"/>
		Double \$110 <input type="checkbox"/>	

ARRIVAL/DEPARTURE INFORMATION

ARRIVAL DATE	FLIGHT NUMBER	FROM	ARRIVAL TIME
DEPARTURE DATE	FLIGHT NUMBER	DESTINATION	DEPARTURE TIME

CREDIT CARD INFORMATION

Name of credit card holder:	Card Number Expiration Date
Type of credit card (Visa, MasterCard, etc)	Security Number (back side of the card last 3 digits)

Please return this form duly completed to:

Contact/Address in UNICEF:

Marina Ter-Sargsyan
 Operations Manager
 UNICEF Armenia Country Office
 14 PetrosAdamyanyan Str.
 0010, Yerevan, Armenia
 Office Tel: +374 10 52 35 46, 58 01 74 (ext.124)
 Mobile: +374 91 43-09-22
 Fax: +374 10 54 38 10
 E-mail: mtersargsyan@unicef.org

with copy to:

Inter-Parliamentary Union
 5 Chemin du Pommier
 Case Postale 330
 1218 Geneva 19
 Switzerland
 Tel: 41 22 919 41 50
 Fax: 41 22 919 41 60
 E-mail: postbox@mail.ipu.org

AND

Yeghishe Tanashyan info@fivestars.am

CANCELLATION POLICIES AND TERMS AND CONDITIONS

Terms and Conditions

Our cancellation and no show policies will apply only once your booking has been confirmed by us.

Cancellation Policy

Should you cancel before 30 May, 2011, cancellation fee will not apply.

Should you cancel during 30 May - 04 June, 2011 hotels will charge a 1 (one) night cancellation fee per room.

Should you cancel after 04 June, 2011 hotels will charge 2 (two) nights cancellation fee per room.

To cancel a booking please complete and submit our 'cancellation form' (will be sent when necessary)

No Show Policy

Should you fail to check in at the hotel, a "no show" charge will apply. This will correspond to the fee for one night.

No refunds are considered in the following cases:

If you cancel your booking after the check-in time;

If you fail to check in at a hotel, while your booking has not been canceled beforehand;

If you check in late or check out early without having informed about your late check-in or early check-out in advance.

Your booking can be recalculated if you inform us about your late check-in or early check-out **within the following deadlines:**

- Please inform us about your late check-in 1 (one) day or more prior to your initial arrival date;
- Please inform us about your early check-out not later than 1 (one) week before your actual check-out date

Very important

Some hotels can fix their own Check-in and Check-out time. However, all reservations as well as cancellation of reservations are made based on the following timing of Check-in and Check-out:

Check-in 14:00 (Local time, GMT +4, Yerevan, Armenia)

Check-out 12:00 (Local time, GMT +4, Yerevan, Armenia)

Please complete the above registration form and return it to us once you agree with the terms mentioned above

Date: _____

Signature : _____

Telephone: _____

Fax: _____

e-mail: _____