ROOM RESERVATION FORM
IEEE/PES TRANSFORMERS COMMITTEE, FALL 2008 MEETING (5-9 October 2008)
Porto Palácio Congress Hotel & Spa
www.hotelportopalacio.com

On-line reservations via the Internet are not available. Return this form or info before 1 September. An email confirmation will be returned to you within 48 hours. Your reservation should not be considered confirmed until you receive the email confirmation.

Reservation Options:
1. Scan and e-mail the completed form to: svboas@sonae.pt (best option)
2. Send same information in an e-mail message to the above e-mail address.
3. Fax completed form to: +(351) 22.600.6397; attention: Sofia Vilas-Boas

☐ Mr. ☐ Mrs. (write clearly please)

Surname / Last Name : …….. Given / First Name : ……..……..……

Company: .....

City, State/Province, Country: …… ……..……..……

Arrival Date: …….…….. Departure Date: …..... Companion Name (if applicable): ……..……..…..

Telephone No.: ……..... E-mail: ……..……..……..……..…….....

The following room rates are valid from 3 October until 11 October. Rates include all taxes, buffet breakfast each day, high-speed Internet in the guest room, use of swimming pool, sauna, Jacuzzi, Turkish bath and fitness gym. The rate also includes a visit to the Port Wine Cellars and entrance to Serralves Museum. All rooms are non-smoking.

Room types are described on the Committee's website (www.transformerscommittee.org), "Next Meeting" page.

Indicate number of rooms desired in the blank below:

Executive Room (floors 3-15)	Deluxe Room (floors 16-18)	Executive Suites (floors 3-15)	Deluxe Suites (floors 16-18)
___ Single - 120,00 €	___ Single - 150,00 €	___ Single - 240,00 €	___ Single - 300,00 €
___ Double - 140,00 €	___ Double - 170,00 €	___ Double - 240,00 €	___ Double - 300,00 €

Do you have special needs? (handicap access, etc.): .....

Although this option cannot be guaranteed, indicate one bed or two beds: ☐ one bed ☐ two beds

Payment Conditions:
All reservations must be guaranteed in advance with a valid credit card.
Upon making the reservation, a deposit of one room-night per room reservation will be immediately charged to the guest's credit card. The remaining balance will be charged upon check-out.

Guarantee by credit card:

☐ Visa ☐ Mastercard ☐ Diners Club
☐ Eurocard ☐ American Express

Credit Card No.: ……..……..……..……..…… Expiration Date: ……..

Name on Card: ……

Signature: ..... Date: .....

Terms of Cancellation and No-shows:
Until 25 September: Cancellation without penalty
Cancellation between 25 September and 2 October: Payment of one night
Cancellations after 2 October: Full payment
No Shows or Early Departure / Late Arrival: Full Payment

To Help us with the burocratic procedures at check-in, please give us your passport number or ID document number

Document Type & Country: ..... Document No.: ..... Expire Date: .....