

## REGISTRATION FORM

Please send one form for each delegate.

Registration deadline: **October 20<sup>th</sup> 2009**

Further information can be found in the cancellation policy on the last page of the registration form.

Please use **CAPITAL LETTERS** to complete the registration form and return

. **by e-mail to office@hardwood.co.at**

. **or fax to + 43 1 712 26 01 19**

### PERSONAL DETAILS

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Last Name:

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First Name:

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Full Name of Partner:

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Company:

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Association:

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Email:

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Address:

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City:

Postcode:

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Country:

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Telephone:

Fax:

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Passport-Number:

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# 3RD INTERNATIONAL HARDWOOD CONFERENCE

29<sup>th</sup>–30<sup>th</sup> OCTOBER 2009 VIENNA 09

## ACTIVITY PROGRAMME (Please choose)

		Prior 20 <sup>th</sup> Oct. 2009	After 20 <sup>th</sup> Oct. 2009
<input type="checkbox"/> <b>Conference Programme ("A")</b> including:			
Study Tour (29 <sup>th</sup> October)	12:00 pm – 06:00 pm		
Gala Dinner (29 <sup>th</sup> October) Grand Hotel Vienna	07:30 pm – open end		
Conference (30 <sup>th</sup> October) Grand Hotel Vienna	08:30 am – 05:30 pm		
"After-work get-together" (Heuriger) (30 <sup>th</sup> October)	06:30 pm		
Double room (29 <sup>th</sup> to 30 <sup>th</sup> October) Grand Hotel Vienna		€ 780,-	€ 975,-
<input type="checkbox"/> <b>Partner Programme ("B")</b> including:			
Study Tour (29 <sup>th</sup> October)	12:00 pm – 06:00 pm		
Gala Dinner (29 <sup>th</sup> October) Grand Hotel Vienna	07:30 pm – open end		
Partner Programme Vienna (30 <sup>th</sup> October)	09:00 am – 05:00 pm		
"After-work get-together" (Heuriger) (30 <sup>th</sup> October)	06:30 pm	€ 220,-	€ 275,-
<input type="checkbox"/> <b>Study Tour</b> (29 <sup>th</sup> October) only	12:00 pm – 06:00 pm	€ 100,-	€ 150,-
<input type="checkbox"/> <b>Conference</b> (30 <sup>th</sup> October) only, Grand Hotel Vienna	08:30 am – 05:30 pm		
incl. "After-work get-together" (Heuriger) (30 <sup>th</sup> October)	06:30 pm	€ 650,-	€ 750,-

## CANCELLING POLICY FOR THE CONFERENCE

We are no longer able to refund any fees.

## HOTEL ACCOMMODATION FOR PRE & POSTNIGHTS

PLEASE NOTE: A double room is included if you choose Conference Programme "A" only from October 29<sup>th</sup> to 30<sup>th</sup>.

Room Type	Room Rate per Night	Arrival Date	Departure Date
Double room – single occupancy	€195.00		
Double room	€ 225.00		

Smoking Yes  / No

**3RD INTERNATIONAL**  
**HARDWOOD**  
**CONFERENCE**  
**29<sup>th</sup>-30<sup>th</sup> OCTOBER 2009 VIENNA 09**

**GRAND HOTEL VIENNA & CONFERENCE REGISTRATION**

Your registration can only be confirmed on provision of a valid credit card number (please choose as appropriate):

Amex       Visa       Euro Card-MasterCard

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

Card Holder: \_\_\_\_\_ CVV 2 Code: \_\_\_\_\_

**I authorise the Grand Hotel Vienna and the Association of the Austrian Wood Industries to charge cancellation / no show fee to the above mentioned credit card number, if applicable.**

Signature of Card holder and date:

Date \_\_\_\_\_ Signature \_\_\_\_\_

**GRAND HOTEL VIENNA CONDITIONS:**

1. A block of bedrooms has been reserved for Hardwood Conference delegates until **October 12<sup>th</sup> 2009**, after this date bedrooms will be subject to availability.
2. The contract and payment for hotel accommodation is directly with Grand Hotel Vienna, **except of the night 29<sup>th</sup> October to 30<sup>th</sup> October 2009**.
3. Only reservations guaranteed by credit card can be accepted.
4. Please find the **Cancellation and No Show Policy below**.
5. Room Rates service charge and VAT is included. Breakfast will be served at the first Banquet level and is included in the room rate.
6. **Check in time from 4:00 pm, check out time before 12:00 noon.**

**GRAND HOTEL VIENNA CANCELLATION AND NO SHOW POLICY**

- Until October 12<sup>th</sup> 2009 all bookings need to be settled.
- Further bookings will be subject to availability and price changes may happen.
- Until October 12<sup>th</sup> 2009 all reservations made after September 20<sup>th</sup> can be cancelled free of charge.
- From October 12<sup>th</sup> 2009 onwards, all cancelations will be charged to the guest's individual mentioned credit card for the whole duration of the stay.
- No Shows and Early Departures will be charged at 100% for the whole duration of the stay, by debit of the guests individual Credit Card.
- For Early Check In (arrival before 2:00 pm day of arrival) and Late Check Out (departure after 12:00 noon day of departure), please note a supplement of 50% of the contracted room rate.

**I hereby accept the terms and conditions contained in this registration form**

Signature and date:

Date \_\_\_\_\_ Signature \_\_\_\_\_

**PRIVACY POLICY**

According to the law of privacy protection, the Association of the Austrian Wood Industries do its best to protect the security and confidentiality of the information submitted to us by fax. This information is only available to the Association of the Austrian Wood Industries managing all the data only for the International Hardwood Conference organisation purposes. The by fax submitted information is only available to the Association of the Austrian Wood Industries using all the data only for the International Hardwood Conference organisation purposes. We use appropriate security measures to protect against the loss, misuse and alteration of data.