

### Hotel Reservation Form

Please return this form completed in capital letters by fax or email before March 22<sup>nd</sup>, 2012  
Fax: +33 (0)1 60 72 93 84 E-mail: [hotelresa.fb@insead.edu](mailto:hotelresa.fb@insead.edu)

Family Name:

First Name:

Alumni Class Year:

Telephone:

Fax:

E-mail:

**NB: Rooms will be allocated on a first come first served basis, please indicate your 3 hotel preferences**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Hôtel du Palais ***<br>Aigle Noir (145€/165€)              | <input type="checkbox"/> Hôtel Mercure Royal ***<br>(144€/160€)       | <input type="checkbox"/> Hôtel Napoléon ***<br>(140€/156€)         |
| <input type="checkbox"/> INSEAD Résidence<br>Clos St Merry on campus<br>(105€/125€) | <input type="checkbox"/> Hôtel Ibis **<br>(100,50€/109,20€)           | <input type="checkbox"/> Hôtel Novotel ***<br>Ury<br>(132€ / 142€) |
| <input type="checkbox"/> CEDEP (on campus)<br>Single occupancy only<br>(130,00€)    | <input type="checkbox"/> Les PLEIADES ****<br>Barbizon<br>(290€/320€) |  |

*Room rate single/double room per night incl. breakfast / please note that all the rooms are non-smoking  
Price and VAT are subject to change without notice.*

- Single room                       Double room

I will arrive at the hotel on \_\_\_\_\_ approximately at \_\_\_\_\_

I will leave the hotel on \_\_\_\_\_ approximately at \_\_\_\_\_

*(Hotel check in time is 2.00 pm / check out time is 1.00 pm. Please note the late check-out fees: Up to 4.00 pm = 50% of one night  
After 4.00 pm = 100% of one night)*

**To confirm and guarantee** your reservation, kindly fill in your credit card number.  
Please, note that your invoice will have to be settled upon departure.

- Mastercard                       Visa                       American Express                       Other:

Card N°:

Expiry date:

Security number (3 last digits on the back of credit card)

Signature:

**NB: Due to high demand, any cancellation after 22<sup>nd</sup> March or in case of a no-show; the full costs of your stay will be charged to you, although INSEAD will do their utmost to fill the room and avoid these charges.**

*Once you have sent this fax, it is not necessary to call to confirm your reservation.  
However, after the reception of this form, you will receive a confirmation of your accommodation reservation.  
Should you need any further information concerning your accommodation, please call Hotelresa +33 (0)1 60 72 93 85/86/87*