



# Transatlantic Corporate Governance Dialogue

9 September 2008  
Charlemagne Building, Brussels, Belgium

## HOTEL BOOKING FORM

PLEASE COMPLETE IN CAPITAL LETTERS AND RETURN AS SOON AS POSSIBLE TO :

**RESOTEL** - 6, avenue E. van Nieuwenhuyse - 1160 Brussels - Belgium  
Tel: +32.2/779.39.39 - Fax: +32.2/779.39.00 - **E-mail** : wim@resotel.be

Completed by Mr/Mrs :

Organisation :

Address :

Town :

Post code :  Country :

Telephone :  Fax :

E-Mail :

Mr-Ms-Mrs	Surname	First Name	Date of Arrival	Date of Departure	Nbr of Nights	Single	Double	Arrival Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you prefer a  smoking room or a  non-smoking room ?

We confirm the reservation at the special prices offered in the following hotels (*Please mark your choice with 1, 2 or 3*):

CHOICE	HOTEL	SINGLE	DOUBLE	LOCATION
<input type="text"/>	<b>Hotel Chelton ***</b>	118.- €	138.- €	Walking distance @ 900m.
<input type="text"/>	<b>Hotel Holiday Inn Schuman ****</b>	135.- €	165.- €	Walking distance @ 850m.
<input type="text"/>	<b>Hotel First Euroflat ****</b>	137.- €	157.- €	Walking distance @ 200m.
<input type="text"/>	<b>Hotel New Charlemagne ****</b>	155.- €	176.- €	Walking distance @ 250m.
<input type="text"/>	<b>Hotel Martins Central Park ****</b>	165.- €	205.- €	Walking distance @ 350m.
<input type="text"/>	<b>Hotel Crowne Plaza Brussels Europa ***</b>	169.- €	199.- €	Walking distance @ 50m.
<input type="text"/>	<b>Hotel Silken Berlaymont ****</b>	225.- €	250.- €	Walking distance @ 200m.

The above quoted prices are in Euro, per room, per night, including breakfast, taxes and services  
The hotel categories are the official classification.

### GENERAL CONDITIONS :

- All cancellation and amendment of reservation must be done in writing to RESOTEL, at the latest 96 hours (local time) before the day of arrival. If you do not cancel your reservation following this procedure, the hotel will be entitled to charge you for the entire stay booked.
  - In case of no-show, the entire stay booked will be charged and your room will be kept for you until noon the day following your expected arrival date. Afterwards, the room will be offered as freely available.
  - In case of early departure, the remaining night(s) will still be charged.
  - Payments for all room bookings are to be settled with the hotels directly upon departure.
  - A valid credit card number must be given when making your booking request in order to guarantee and secure your reservation. **Rooms which are not guaranteed with a credit card number will automatically be released by the hotel at 4PM the day of arrival.**
- Type :  N° :  Validity Date :  C V V :
- It is advised to reserve your room before August 8<sup>th</sup>, 2008. After that date, hotel reservations and rates will be subject to the availability of the hotel.**
  - The hotel confirmation will be sent by email within 5 days, with the name and address of the hotel, arrival/departure dates, type of room and cost per night. Each guest is responsible for checking his confirmation (dates of arrival/Departure, number of nights ...) and advising RESOTEL for any corrections or changes.
  - If you have not received the final hotel confirmation email within 5 days, please contact RESOTEL at wim@resotel.be or at +32 2 779 39 39.

Date :  I do agree with the above general conditions  Signature :