**Order form for pre-paid Travel and Hotel**

**Please send this form to:** [**eea@bcdtravel.it**](mailto:eea@bcdtravel.it) **– or fax to: +39 08 71 85 912**

**(For telephone service** please **call +39 0871 803862 (chargeable number)**)

**IMPORTANT:** Please liaise with your IT department to ensure that the domains bcdtravel*.com* is on your white list.

This could avoid possible difficulties with the delivery of emails to/from our travel agency BCD Travel. Thank you!

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **C:\Users\paulo\Downloads\image007.png** | **MEETING INFORMATION** | | | | | | | |  |  |  |  | |  | |  | | |  | | | | | | |
| **\* Meeting title** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2nd Biogeographical Evaluation Seminar (Emerald Network) | | | | | | | | | | | | | | | | | | | | | | | | | |
| **\* Meeting place** | | | | | | | | **\* Meeting date and time** | | | | | | | | | | | | | | | | | |
| Kiev, Ukraine | | | | | | | | From: 23/05/2018 09:30:00 To: 24/05/2018 13:30:00 | | | | | | | | | | | | | | | | | |
| **\* EEA organizing unit** | | | | | **\* EEA contact** | | | **\* Meeting number** | | | | | | | | | | | | | | **\* Project code** | | | |
| PAN2 | | | | | Stefania TOMASINA | | | 18-110-NO-ENIE | | | | | | | | | | | | | | 3.7.2 | | | |
| **C:\Users\mppinto\Downloads\Test2\images\Passenger.png** | **TRAVELLER INFORMATION** | | | | | | | |  |  |  |  | |  | |  | | |  | | | | | | |
| \* Last name (as in passport) | | | | |  | | | | | | | | | | | | | | | | | | | | |
| \* First name (as in passport) | | | | |  | | | | | | | | | | | | | | | | | | | | |
| \* Gender | | | | | Male  Female | | | | | | | | | | | | | | | | | | | | |
| \* Traveller’s organization’s  name & address | | | | |  | | | | | | | | | | | | | | | | | | | | |
| \* Nearest airport or train station to  traveller’s organization | | | | |  | | | | | | | | | | | | | | | | | | | | |
| \* E-mail | | | | |  | | | | | | | | | | | | \* Telephone | | | | | |  | | |
| Frequent flyer card number (1) | | | | |  | | | | Do you require check-in luggage? (2) | | | | | | | | | | | | | | | Yes  No | |
| Comments | | | | |  | | | | | | | | | | | | | | | | | | | | |
|  | | **TRAVEL ITINERARY** | | | | |  | | | | | |  | | | | |  | |  |  | | | |  |
| **\* Date** | | | | **\* From** | | **\* To meeting place** | | | | | | | | | | | | | | | **\* Morning/noon/afternoon/evening?** | | | | |
|  | | | |  | |  | | | | | | | | | | | | | | |  | | | | |
| **\* Date** | | | | **\* From meeting place** | | **\* To** | | | | | | | | | | | | | | | **\* Morning/noon/afternoon/evening?** | | | | |
|  | | | |  | |  | | | | | | | | | | | | | | |  | | | | |
|  | | | **HOTEL RESERVATION** | | | | | | | | | | | | | | | | | | | | | | |
| **\* Hotel Reservation Required?** | | | | | **\* Check in date** | | | | | | | | | | **\* Check out date** | | | | | | | | | | |
| Yes  No | | | | |  | | | | | | | | | |  | | | | | | | | | | |
| **Breakfast**: Yes  No | | | | |  | | | | | | | | | |  | | | | | | | | | | |

\* **Mandatory fields**

1. Frequent flyer programme(s) can be applied.
2. If you require check-in luggage, a single piece of standard check-in luggage will be included.

**Please e-mail/fax this order** **no later than 10 days before departure**. You will receive confirmation of your reservation including itinerary and issuance deadline. EEA settles the invoice directly. Please be aware that your economy ticket may be restricted e.g. in terms of change and/or cancellation of the reservation.

*For all air travel paid by the EEA and arranged by its travel agency BCD Travel, CO2 emissions will be offset under a contract with the Agency’s offsets retailer*

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