



Order form for pre-paid Travel and Hotel

Please send this form to: 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!



MEETING INFORMATION

* Meeting title

ENI SEIS II South project Workshop on indicators

* Meeting place

Copenhagen, Denmark

* Meeting date and time

From: 17/05/2017 09:00:00 To: 18/05/2017 17:00:00

* EEA organizing unit

PAN2

* EEA contact

Stefania TOMASINA

* Meeting number

17-78-NO-ENIS

* Project code

3.7.10



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?

Yes No

* Check in date

* Check out date

* 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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