



2011 FIAP International Seminar

**FORM**  
**HOTEL RESERVATIONS AND TRANSFERS**

(Please use Block Letters)

**1. PARTICIPANT'S PERSONAL INFORMATION**

NAME \_\_\_\_\_ SURNAME \_\_\_\_\_  
 PARTICIPANT Mr.  Mrs.  Miss  REGISTRATION No. (Internal use) \_\_\_\_\_  
 PASSPORT No. \_\_\_\_\_ Date of Birth: DAY MONTH YEAR NATIONALITY \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_  
 COUNTRY \_\_\_\_\_ TEL. / FAX \_\_\_\_\_  
 EMAIL(\*\*) \_\_\_\_\_  
 (\*\*) Your e-mail address is very important; please do not omit this information.

**2. COMPANION**

Mr.  Mrs.  Miss

NAME \_\_\_\_\_ SURNAME \_\_\_\_\_  
 PASSPORT No. \_\_\_\_\_ Date of Birth: DAY MONTH YEAR NATIONALITY \_\_\_\_\_  
 NAME \_\_\_\_\_ SURNAME \_\_\_\_\_  
 PASSPORT No. \_\_\_\_\_ Date of Birth: DAY MONTH YEAR NATIONALITY \_\_\_\_\_  
 NAME \_\_\_\_\_ SURNAME \_\_\_\_\_  
 PASSPORT No. \_\_\_\_\_ Date of Birth: DAY MONTH YEAR NATIONALITY \_\_\_\_\_

**3. HOTEL**

Venue Hotel (Location Punta Cana)	HOTEL CATEGORY	SUITE CATEGORY	Rate in USD (*)		Type of Suite	
			Single	Double	Single	Double
Paradisus Palma Real	5*	Deluxe Suite - View to the Garden	269	200	<input type="checkbox"/>	<input type="checkbox"/>

2 beds  Double bed  Smoker's suite  NON-Smoker's Suite   
 PRICES PER PERSON, PER NIGHT, ALL INCLUDED PLAN (\*\*).

IMPORTANT: KINDLY REPORT ANY EXISTING MEDICAL OR ALLERGIC CONDITION.

(\*) The rates informed for the Venue Hotel (Paradisus Palma Real), in single and double room, will be valid during all the month of May 2011, only for people who participate in the 2011 FIAP International Seminar (May 19 and 20, 2011), which means that the permanence at the Venue Hotel must consider the date of such activities.

(\*\*) The "all included" plan considers a Deluxe Suite with private balcony, breakfast, lunch, dinner and 24 hour room service, national and international premium beverages, non-motorized aquatic sports, tennis court and swimming pool.

**4. HOTEL RESERVATION**

Date of Arrival at the Hotel	DAY	MONTH	Date of Departure from the Hotel	DAY	MONTH	No. Of Nights

IMPORTANT: The entry time established by the hotel is 3:00 PM

In case you wish to enter the hotel at an earlier time, kindly contact Jenny Peralta of Travelwise, the event's official travel agency. Tel.: (1-809) 562 3000 / Mobile.: (1-829) 292-7534 / Fax: (1-809) 562-5858 / E-mail: fiap2011@travelwise.com.do

IMPORTANT: The departure time established by the hotel is 12:00 PM



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**YOUR FLIGHT INFORMATION FOR THE HOTEL RESERVATION**

Arrival Information					Departure Information				
Punta Cana Airport <input type="checkbox"/>		Santo Domingo Airport <input type="checkbox"/>			Punta Cana Airport <input type="checkbox"/>		Santo Domingo Airport <input type="checkbox"/>		
Airline	Flight Number	Time	Day	Month	Airline	Flight Number	Time	Day	Month

**GENERAL HOTEL RESERVATION CONDITIONS**

- Applications must be sent DIRECTLY to Mrs. Jenny Peralta, of Travelwise, the event's official travel agency. (Do not send to the Hotel).  
Tel.: (1-809) 562 3000 / Mobile.: (1-829) 292-7534 / Fax: (1-809) 562-5858 / E-mail: fiap2011@travelwise.com.do. Office hours: 8:30 AM - 5:30 PM from Monday to Friday and Saturdays 9:00 AM to 1:00 PM.
  - All hotel reservations must be duly guaranteed with full payment. Reservations that are not guaranteed with FULL PAYMENT cannot be confirmed.
  - If on requesting your reservation, there is not a room available in the Venue Hotel, you will be informed of a second option of official Hotel by Travelwise, the official travel agency of the event. In this case, to participate in the working lunch at the Venue Hotel of the Seminar on May 19th, 2011, participants must finance a cost of USD 75.40 (taxes included). Under any other condition, for participating in the said working lunch at the Venue Hotel of the Seminar, participants must finance a cost of USD 139.20 (taxes included).  
IMPORTANT: FULL PAYMENT by credit card WILL BE CHARGED at the time the reservation is requested.
  - The credit card information is for charging the full amount of your hotel reservation and your transfer, if applicable.
  - FULL PAYMENT of all nights reserved must be made directly to Travelwise. Contact Mrs. Jenny Peralta, of Travelwise, the event's official travel agency.  
Tel.: (1-809) 562 3000 / Mobile.: (1-829) 292-7534 / Fax: (1-809) 562-5858 / E-mail: fiap2011@travelwise.com.do. Office hours: 8:30 AM - 5:30 PM from Monday to Friday and Saturdays 9:00 AM to 1:00 PM.
  - The hotel rates published are special and valid ONLY FOR PARTICIPANTS attending the 2011 FIAP International Seminar through Travelwise.
- Cancellation and no-show policies:
- Up to March 19, 2011, we will only reimburse 30% of the full amount paid.
  - Up to April 18, 2011, we will only reimburse 10% of the full amount paid.
  - Between April 19 and the entry date, there will be no reimbursement.
  - In case you do not check into the hotel on your arrival day, you will be penalized with 2 nights of your full number of reserved days.

**5. TRANSFERS** (Transport services must be PRE-PAID to Travelwise)

**PRIVATE TRANSFERS from the Punta Cana Airport (PUJ) - Hotel in Punta Cana**

I Require a Private Transfer Service YES  NO

Private Jeep ( maximum 4 people) USD\$110 per trip  Private VAN ( maximum 6 people) USD\$75 per trip

**REGULAR TRANSFERS from Punta Cana Airport (PUJ) - Hotel in Punta Cana**

I Require a Regular Transfer Service YES  NO

Choose the schedule that best suits you: Arrival: 1:00 PM  4:00 PM   
Departure: 12:00 AM  3:00 PM

The Regular Transfer cost is US\$15 per person based on a minimum of 10 passengers for each informed time.

Important notes:

- PUJ is an acronym that stands for the International Airport Punta Cana.
- The service and transfers rates, for private and regular transfer services, in the conditions indicated, will be in effect from May 14 to May 23, 2011. If you need to transfer on different days, Travelwise, the official travel agency of the event, will provide the coordination and assistance service, subject to the valid price in that moment.
- The private and regular transfer services are from the Punta Cana Airport (PUJ) to the hotel.
- The distance from the Punta Cana Airport to the Hotel Paradisus Palma Real is 40 km.
- The transfer cost is PER TRIP /PER VEHICLE/PER PERSON (one way trip).

**PRIVATE TRANSFERS from the Santo Domingo Airport (AILA) - Hotel in Punta Cana**

I Require a Private Transfer Service YES  NO

Private CAR ( maximum 4 people) USD\$275 per trip  Private VAN ( maximum 6 people) USD\$220 per trip

**REGULAR TRANSFERS from the Santo Domingo Airport (AILA) - Hotel in Punta Cana**

I Require a Regular Transfer Service YES  NO

Choose the schedule that best suits you: Arrival: 9:00 AM  2:00 PM   
Departure: 10:00 AM  3:00 PM

The Regular Transfer cost is US\$30 per person based on a minimum of 20 passengers for each time informed.

Important notes:

- AILA is the acronym that stands for the International Airport Las Americas in Santo Domingo.
- The service and transfers rates, for private and regular transfer services, in the conditions indicated, will be in effect from May 14 to May 23, 2011. If you need to transfer on different days, Travelwise, the official travel agency of the event, will provide the coordination and assistance service, subject to the valid price in that moment.
- The Private and Regular Transfer Services are from the Santo Domingo Airport (AILA) to your hotel in Punta Cana.
- The distance between the Santo Domingo Airport and Punta Cana is 205 km.
- The transfer cost is PER TRIP/PER VEHICLE/PER PERSON(one way trip).



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**YOUR FLIGHT INFORMATION FOR TRANSFERS**

I authorize the use of the flight information I provided in HOTEL RESERVATION YES  NO

Arrival information					Departure information				
Punta Cana Airport	<input type="checkbox"/>	Santo Domingo Airport	<input type="checkbox"/>		Punta Cana Airport	<input type="checkbox"/>	Santo Domingo Airport	<input type="checkbox"/>	
Airline	Flight Number	Time	Day	Month	Airline	Flight Number	Time	Day	Month

You are requested to submit the flight information at least 15 days prior to your arrival date.

**6. FORM OF PAYMENT**

I, \_\_\_\_\_ authorize TravelWise, to charge my credit card:

American Express       Visa       Master Card       Diners Club

Full cost Hotel -Participant            USD \_\_\_\_\_

Full cost Hotel - Companion            USD \_\_\_\_\_

Airport Transfer (AILA or PUJ) / Hotel            USD \_\_\_\_\_

Transfer from the Hotel / Airport (AILA or PUJ)            USD \_\_\_\_\_

Grand Total (make your own costs calculation)      USD \_\_\_\_\_

Credit Card Number			
Expiry Date	Month	Year	Security Code
Credit Card Holder's Name			
Credit Card Holder's Signature			

Amex- Corresponds to the 4 upper numbers on the front of your card.  
Others- Corresponds to the last three digits of the number on the back of your card.

KINDLY FILL IN THIS FORM AND SEND IT TO:

Mrs. Jenny Peralta, Travel and Event Coordinator of Travelwise, the event's official travel agency. E-mail: fiap2011@travelwise.com.do  
Tel.: (1-809) 562 3000. / Mobile: (1-829) 292-7534 / Fax: (1-809) 562-5858

Kindly attach a copy of your credit card and an identification document with a photograph.