

Hotel Accommodation Booking

Bookings

Please, use the **online booking form** ([click here](#)) exclusively.

Please book your accommodation as soon as possible but latest before **31 May 2011**. After **31 May 2011** requests will be accepted, but hotel accommodation is subject to availability and cannot be guaranteed.

A late booking fee of 30 EUR will be charged to all reservations beginning **1 June 2011**.

Reserved rooms shall be retained until 18:00 on date of arrival. Please inform us in case of late arrival after 18:00.

Hotels*

Hotels	Single room	Double room	Distance to University	Free of Charge Specials
The Westin Grand Berlin (5*****Superior)	129 € (~176 \$)**	169 € (~230 \$)**	300 m, 5 min walking distance	Use of swimming pool and gym
The Regent Berlin (5*****Superior)	160 € (~218 \$)**	175 € (~238 \$)**	400 m, 5 min walking distance	Use of gym and sauna, high-speed internet in hotel room
The Adlon Kempinski (5*****Superior)	180 € (~245 \$)**	220 € (~295 \$)**	800 m, 10 min walking distance	Daily 1 newspaper and 1 bottle of water in hotel room, Use of swimming pool, gym and sauna

*Should you require a hotel at a more favourable price, please contact us at ialmh@congrex.com and we will inform you about available options.

**The USD prices are for information only. All rates will be charged in EUR. The USD rates bases on the currency converter www.oanda.com as per April 22, 2010.

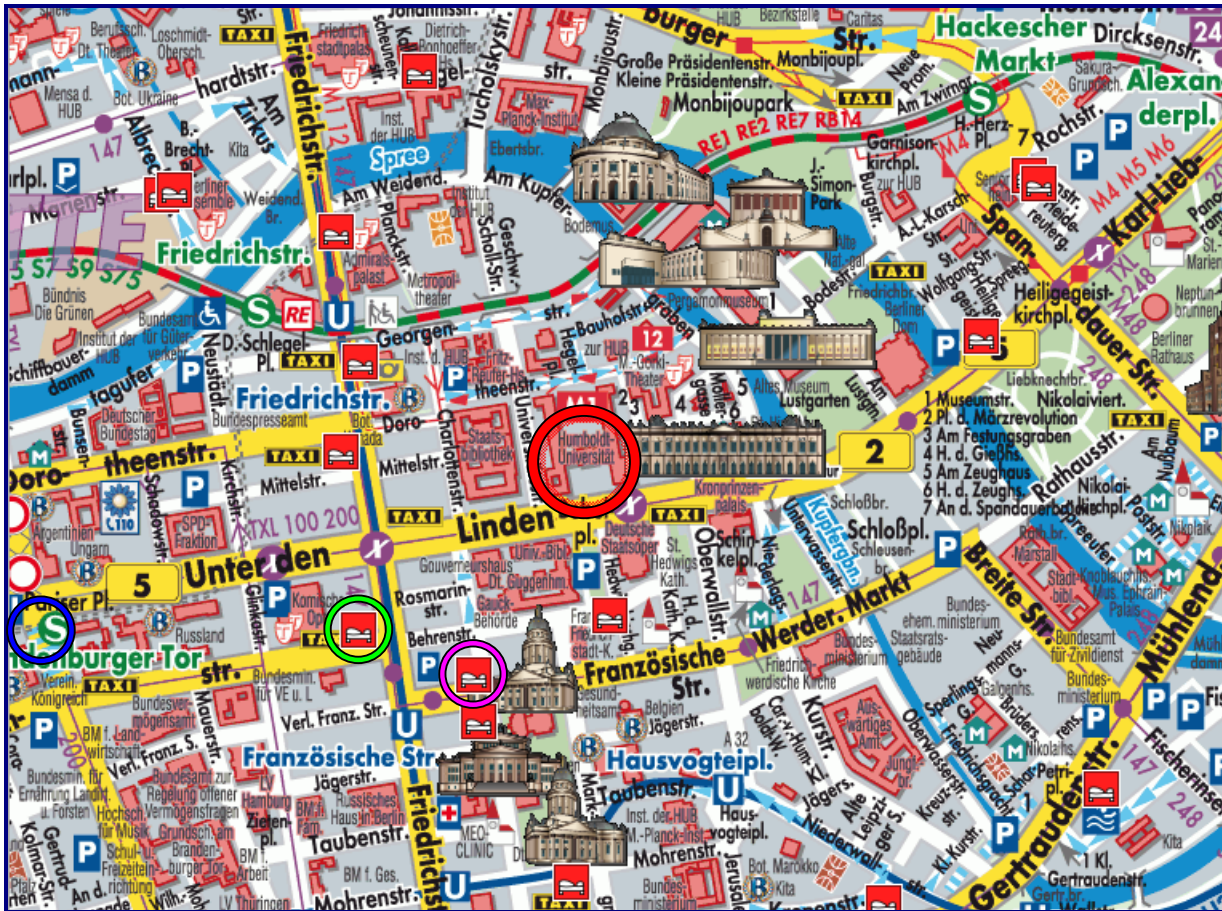
Prices

All prices are quoted in EUR currency.

All room rates are per room and per night and include breakfast, service and German VAT.

Should the German government increase the VAT or include any further form of taxation, Congrex Deutschland GmbH reserves the right to accordingly increase the room rates, even if the participant has already received a different confirmation/invoice.

Map of Hotels



-  Humboldt University
-  The Westin Grand Berlin
-  The Regent Berlin
-  The Adlon Kempinski

Deposit

A deposit of 250 EUR is payable to guarantee the booking. A final payment has to be submitted until 6 weeks prior to the first day of the congress. A payment reminder with a link for payment will be sent to you at this stage. This link will direct you to a secure payment gateway hosted solution via DIBS (payment gateway).

Payment

To guarantee your reservation a full pre-payment by credit card (VISA or MasterCard) is mandatory. Each participant will receive a confirmation/invoice. Hotel requests without payment cannot be accepted. All requests will be handled on a "first come-first served basis".

All room charges must be prepaid to Congrex Deutschland GmbH. However, when checking out, all extras (mini-bar, telephone charges, room service etc.) must be settled with the hotel directly.

Change, Cancellation, Refund Policy

Changes and cancellations have to be made in writing to Congrex Deutschland GmbH by mail (Potsdamer Platz 11, 10785 Berlin, Germany), fax (+49 (0) 30 – 25 89 41 00) or email (ialmh@congrex.com).

Please note that hotels will not accept any changes or cancellations directly.

Congrex Deutschland GmbH will charge a handling fee of 20 EUR for any change in your reservation than on the dates indicated on your reservation form

Congrex Deutschland GmbH will charge a handling fee of 50 Euro for cancellations received until the 1st Cancellation Deadline.

For cancellations received between the 1st and 2nd Cancellation, Congrex Deutschland GmbH will charge a cancellation fee amounting to the cost of one night. *In case the room can be resold, a handling fee of 75 Euro comes due only.*

For cancellations received after the 2nd Cancellation Deadline, Congrex Deutschland GmbH reserves the right to charge the full confirmed stay. No refunds can be made if the hotel room cannot be resold. *In case the room can be resold, a handling fee of 100 Euro comes due only.*

For a reduction in the length of stay or in the case of a no-show, no refunds will be made. The entire number of nights booked on the hotel booking form and confirmed by Congrex Deutschland GmbH will be charged. No-shows will be released at 09:00 the following day, and the accommodation will not be refunded.

The settlement of accounts will be made after the conference once the final invoices from the hotels have been received.

Please consider the different cancellation deadlines in the table below:

Hotel	1 st Cancellation Deadline	2 nd Cancellation Deadline
The Westin Grand Berlin	07.01.2011	09.03.2011
The Regent Berlin	07.04.2011	05.05.2011
The Adlon Kempinski	15.12.2010	10.02.2011

Liability

Neither the organizers nor Congrex Deutschland GmbH are liable for any losses, accidents or damage to persons or objects, regardless of the cause. Participants and accompanying persons attend the congress and all accompanying events at their own risk and responsibility.