



# 4th BIENNIAL CONFERENCE

of the South African society for Engineering Education  
13-15 June 2017, Cape Town Lodge



## ACCOMMODATION RESERVATION FORM

A limited number of rooms at preferential rates is being held at the Cape Town Lodge, the conference hotel. In addition rooms are available at surrounding hotels nearby, also at preferential conference rates. Should you wish to take advantage of these rates, please complete the form. Rooms are allocated on a first come first served basis. Should the allocation be exceeded at these rates, we will endeavor to secure your requested room / hotel, but this cannot be guaranteed. Should your selection not be available, we will revert with alternatives suggestions.

**Fax or e-mail this form to Simpson Conferences: Fax: +27 866180166 (International delegates) or 0866180166 (SA delegates)**  
**E-mail: [simpsonstours@xsinet.co.za](mailto:simpsonstours@xsinet.co.za) Tel: +27 21 559 0020**

Title.....First Name.....Surname.....

Company/ Institution..... Country.....

Address.....

Tel.....Fax..... E-mail.....

### Accommodation Request

*Rates include VAT but excludes 1% tourism levy to be paid on departure.*

| HOTEL                              | Cost/night<br>Incl breakfast<br>(unless otherwise<br>stated) | Date<br>arrival | Date<br>departure | Single/<br>sharing | No of<br>nights | Special requests | Name of person<br>sharing |
|------------------------------------|--|-----------------|-------------------|--------------------|-----------------|------------------|---------------------------|
| Cape Town Lodge                    | R1450 single<br>R795 per person<br>sharing                   |                 |                   |                    |                 |                  |                           |
| Holiday Inn Express<br>City Centre | R937 single<br>R469 per person<br>sharing                    |                 |                   |                    |                 |                  |                           |
| Signal Hill Lodge                  | R654 single or<br>double<br>Room only                        |                 |                   |                    |                 |                  |                           |
| Tudor Hotel                        | R889 single<br>R600 per person<br>double                     |                 |                   |                    |                 |                  |                           |

### PAYMENTS

You will receive an invoice within 7 days of booking. Kindly make payment within 2 days of receiving the invoice and send proof thereof to the hotel. Failure to send proof of payment may result in your booking not being secured. PLEASE USE YOUR BOOKING REFERENCE NUMBER AS A REFERENCE, NOT YOUR NAME AS THERE MAY BE DUPLICATE NAMES.

### CANCELLATION POLICIES

- Should a booking be cancelled less than 60 days prior to arrival, a 50% cancellations will be charged for the full stay and should the guest check out prior to their departure date – all prepaid money will be non refundable.
- Should booking be cancelled less than 30 days prior to arrival, cancellations will be charged in full and should the guest check out prior to their departure date – all prepaid money will be non refundable.
- Cancellation must be submitted in writing and amendments must be submitted on a new registration form. **No refunds due to cancellation can be given after 19 May 2017.**

### RESPONSIBILITY

By booking, the attendee agrees, and acknowledges that he/she has no right to lodge damage claims against the organizers should the holding of the Conference be hindered or prevented by unexpected political or economic events or generally by force majeure, or should the non-appearance of speakers or other reasons necessitate programme changes.

### ACCEPTANCE OF TERMS & CONDITIONS

I acknowledge I have read and understood and accept the terms and conditions and am authorized on behalf of the stated organization

SIGNED \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_