

# ICSAAM 2013

## Kos International Convention Centre – 23-26 September 2013

### Kipriotis Hotels - Accommodation information

**On-line** submission of reservations and payment for the **ICSAAM 2013** conference is preferred through the online system via the link:

<https://kipriotisconferences.reserve-online.net/?bkcode=ICSAAM&checkin=2013-09-22> (for payment with credit card), or:

<https://kipriotisconferences.reserve-online.net/?bkcode=ICSAAMB&checkin=2013-09-22> (for payment with bank transfer).

**Before proceeding with submitting your online accommodation request, please carefully read the detailed instructions and information on payment and cancellation policies.**

**The organizers of ICSAAM 2013 conference have secured discounted rates for the conference period at Kipriotis hotels** which are located next to Kos International Convention Centre (KICC), our Conference Venue. Kipriotis Village is adjacent to the conference venue. Kipriotis Maris Suites is located across the street from KICC. Kipriotis Panorama Hotel & Suites and Kipriotis Panorama Aqualand are located 400m away from KICC on the hillside.

All Kipriotis hotels will be serviced by a small minibus that will circulate between the hotels for the days of our conference, for those of you that wish to quickly get to your hotel between sessions.

**Due to the high demand of the summer months it will be wise to book your accommodation as early as possible. Kipriotis hotels will hold a block of rooms for our conference participants until Friday, 09 August 2013. After that date, rooms will be offered on availability basis, for this reason we urge you to make your reservations in your soonest convenience.**

### HOTEL PRICING

Class	Hotel Name	Room Rates in Euro	Contact Information
		<b>HB</b>	
<b>4* superior</b>	<b>Kipriotis Village</b> (location: Psalidi) <b>Conf. Venue</b>		<b>Psalidi, 85300 Kos</b> <b>Tel: +30 22420 57000</b> <b>Fax: +30 22420 29963</b>
	Single	<b>90,00</b>	
	Double	<b>100,00</b>	
	Triple (with adult)	<b>135,00</b>	
	Triple (with child 2-12 years old)	<b>125,00</b>	
<b>5*</b>	<b>Kipriotis Panorama Hotel &amp; Suites</b> (location: Psalidi) <b>400m from Conf. Venue walking distance</b>		<b>Psalidi, 85 300, Kos</b> <b>Tel: +30 22420 57000</b> <b>Fax: +30 22420 29963</b>
	Single	<b>90,00</b>	
	Double	<b>100,00</b>	
	Triple (with child 2-12 years old)	<b>135,00</b>	
	Junior suite ( for triple use - 3 adults)	<b>125,00</b>	
<b>4*</b>	<b>Kipriotis Panorama Aqualand</b> (location: Psalidi) <b>450m from Conf. Venue walking distance</b>		<b>Psalidi, 85 300, Kos</b> <b>Tel: +30 22420 57100, Fax:</b> <b>+30 22420 29963</b>
	Single	<b>75,00</b>	
	Double	<b>85,00</b>	
	Triple (with adult)	<b>115,00</b>	
	Triple (with child 2-12 years old)	<b>106,00</b>	

- The above room rates are in Euro, per night, and include all taxes, breakfast and lunch.
- Are valid for 3 overnights minimum stay per room. For less than 3 overnights, there will be a surcharge of 10% on the room

rate.

- Rates will apply to all pre- and post-conference stays.
- Reservations will be processed on a "first-come, first-served" basis.

**Extra person policy in double room:**

Child 0 – 1.99 years old : free of charge when sharing parents' room.

Child 2 - 11.99 years old : 50% discount on the per person price in double room .

Adult : 30% discount on the per person price in double room.

**Cancellation Policy**

- For cancellations received up to 21 days prior to arrival: No cancellation fees
- For cancellations received between 20 and 14 days prior to arrival: one night stay cancellation fee
- For cancellations received between 13 and 7 days prior to arrival: two nights stay cancellation fee
- For cancellations received in less than 7 days and non-shows: 100% of the total nights stay cancellation fee

**Read the following information on hotel descriptions, payment and cancellation policies.**

- [DETAILED HOTEL DESCRIPTIONS](#) (link)
- [RESERVATION PROCEDURE and PAYMENT INFORMATION](#) (link)
- [CANCELLATION POLICY](#) (link)

**Proceed With the Online Accommodation Reservation According to the Method of Payment**

Payment with credit card: <https://kipriotisconferences.reserve-online.net/?bkcode=ICSAAM&checkin=2013-09-22>

Payment with bank transfer: <https://kipriotisconferences.reserve-online.net/?bkcode=ICSAAMB&checkin=2013-09-22>

**Reservation Procedure & Payment Information**

Rooms are limited during the high season months so book as soon as you can. We recommend you to finalise your reservation until **Friday, 09 August 2013**. After this date, reservations are based on availability and will be possible only by contacting the hotels directly at [reservations@kipriotis.gr](mailto:reservations@kipriotis.gr).

**On line reservations are strongly recommended.**

- Reservation requests by post, e-mail or phone will not be accepted.
- In order to see the conference rates please use only the following links– the link is different, depending on if you decide to pay your deposit by credit card or if you wish to pay the whole amount for your reservation in advance by bank transfer.
- In case you have a trouble proceeding with the on line reservation or if you need any assistance, please contact [reservations@kipriotis.gr](mailto:reservations@kipriotis.gr)

**1) Reservation with Credit card:**

- Please use the link <https://kipriotisconferences.reserve-online.net/?bkcode=ICSAAM&checkin=2013-09-22> if you wish to guarantee your booking with a credit card. The reservations department accepts Visa, Mastercard/Eurocard and American Express.
- During the booking process you are asked to fill in a valid credit card number, expiry date and security code.
- Please fill in carefully all the information during the booking process and give us all your personal details as well as your preferences and **arrival time**. Please make sure that your email address is correct, to safeguard that the reservation confirmation which is sent to your email address will reach you.

You will be asked to provide the number of your Passport or Identity Card.

- **Deposit:** two nights deposit is necessary to secure your reservation. This amount will be charged to your credit card after your reservation has been completed and submitted. 7 days before the arrival the full amount will be charged to your credit card.
- **Note:** In case you are using someone else's credit card we must receive his/her authorization in hard copy, so please fax a copy of both sides of the credit card signed by the card holder.

## 2) Reservation with Bank Transfer

- If you prefer to pay your whole stay by bank transfer please use the following link:  
<https://kipriotisconferences.reserve-online.net/?bkcode=ICSAAMB&checkin=2013-09-22>
- Please fill out all the requested information during the booking process and give us all your personal details as well as your preferences and **arrival time**. Please make sure that your email address is correct, to safeguard that the reservation confirmation which is sent to your email address will reach you.  
You will be asked to provide the number of your Passport or Identity Card.
- Hotel reservations by bank transfer will only be secured after payment of the full stay amount has been completed. Your reservation is guaranteed only by payment of the FULL AMOUNT by Bank transfer. The bank account details are provided during the booking process and on your booking confirmation.
- A € 10 surcharge must be added on the full amount as an administration fee.
- Please note that **any transfer or service charges imposed by the bank must be paid by you**.
- The entire amount should be transferred within 7 days after the reservation.
- For quick and accurate processing of the payment, it is requested that you **fax a copy of your bank transfer receipt** to Kipriotis Hotels Reservations Department – Fax Number +30-22420-29963.

Please include on the bank slip the sender's full name, the reservation number, the reserved hotel, the staying dates and the information that your reservation is for **ICSAAM 2013**.

- We reserve the right to cancel your reservation without notice if the payment is not made on time.

### Confirmation of Reservation(s)

After completing the online reservation you will receive an automatic generated reservation confirmation by email. Please make sure to provide a valid email address in order to receive this confirmation. Please remember to print and bring your confirmation message with you, when you check in at the hotel. **This is your hotel booking voucher.**

Your hotel confirmation email will include all details like your reserved hotel room, as well as the dates of stay.

For reservations by bank transfer only: the hotel will send you by email a confirmation after the payment of the full amount of your reservation is received by the hotel. Please take also this confirmation email with you together with the confirmation message.

*\* Only cash payments or credit card payments (Visa, Eurocard/Mastercard, American Express) will be accepted on site.*

*\* Receipts for your deposits will be given on-site at the Hotel's desk on request. No invoices will be sent in advance. Receipts for balance payments will be given by the hotels.*

### Cancellation Policy

Cancellations can be done online without any charges until 21 days prior to arrival. After this date, cancellations must be sent to the Reservations Desk, either by fax (+30-22420 29963) or by e-mail ([reservations@kipriotis.gr](mailto:reservations@kipriotis.gr)).

For cancellations received up to 21 days prior to arrival	No cancellation fees
For cancellations received between 20 and 14 days prior to arrival	Cancellation fees equal to the maximum of 1 night's stay will be charged
For cancellations received between 13 and 7 days prior to arrival	Cancellation fees equal to the maximum of 2 nights stay will be charged
Less than 7 days or non-shows	Cancellation fees equal to the 100% of the total nights stay will be charged