



Accommodation form



IBA2016

18–23 SEPTEMBER
WASHINGTON DC

ANNUAL CONFERENCE OF THE INTERNATIONAL BAR ASSOCIATION

Please refer to the hotel information in the Accommodation Brochure before completing this form.

BOOK ONLINE AT WWW.IBANET.ORG/CONFERENCES/WASHINGTON2016.ASPX

OR RETURN TO: JLC, PO BOX 5098, BROADSTONE BH18 9WG, UNITED KINGDOM

FAX: +44 (0)870 787 7389 (THIS IS AN ELECTRONIC FAX ADDRESS) TEL: +44 (0)1293 888 352

EMAIL: JLCHOTEL@JUDYLANECONSULTING.COM OFFICE HOURS: 0900 – 1700 (UK TIME)

**DISCOUNTED RATES APPLY, SUBJECT TO AVAILABILITY, TO RESERVATIONS MADE VIA JLC BY 1 AUGUST 2016.
RESERVATIONS MADE AFTER THIS DATE WILL BE SUBJECT TO AVAILABILITY AND POSSIBLE RATE INCREASE.**

PERSONAL DETAILS (please print clearly in block capitals)

Title _____ First name _____ Family name _____

Firm/Company/Institution _____

Address _____

Country _____

Telephone _____

Fax _____

Email _____

(Please print your email address clearly as your reservation will be confirmed by email. If you do not receive confirmation within 48 hours please contact JLC. Your hotel confirmation email and any correspondence regarding the booking, including notice of cancellation deadlines, will also be sent to a secondary email address if provided below.)

Secondary email _____

ACCOMMODATION REQUIREMENTS

Please select hotel and category of room. Rates are quoted per room per night in US dollars, including guest-room Wi-Fi, excluding breakfast and tax.

OCCUPANCY (tick one box)

☐ Single (1 person in the room) ☐ Double (2 people sharing 1 bed) ☐ Twin (2 people in the room with separate beds)

DATES

Rooms are available from **17–23 September 2016** inclusive, subject to availability. For arrival/departure dates outside of this period, please book the dates available and contact jlchotel@judylaneconsulting.com who will request your additional nights with the hotel.

Arrival date _____ Departure date _____

Please refer to the hotel information for check-in and check-out times. To guarantee that your room is available for early arrival please book from the night before and advise us that you have done so in the special request box below so that we can inform the hotel.

☐ **The Jefferson** ☐ Deluxe room Single/double occupancy: US\$459

☐ Premier room Single/double occupancy: US\$419

☐ **Four Seasons Hotel** ☐ Guest room Single/double occupancy: US\$395

☐ **The Ritz-Carlton, Washington DC** ☐ Deluxe room Single/double occupancy: US\$369

☐ **InterContinental The Willard** ☐ Deluxe room Single/double occupancy: US\$359

☐ **Omni Shoreham Hotel** ☐ Guest room Single/double occupancy: US\$289

☐ **Washington Marriott Wardman Park** ☐ Guest room Single/double occupancy: US\$279


SPECIAL REQUESTS *(all rooms are non-smoking)*

We will do our best to accommodate requests but cannot make any guarantees. Please advise us if you have booked your hotel room from the night before your arrival to ensure that your room is ready for early morning occupancy.

SECOND CHOICE OF HOTEL AND ROOM CATEGORY

(We will book your second choice if your first is unavailable. Please contact JLC if you do not receive emailed confirmation within 48 hours of submitting your completed form)

ACCOMMODATION GUARANTEE/DEPOSIT

Reservations cannot be made without credit card details (Visa, MasterCard/American Express are accepted). We cannot accept debit cards. Please ensure that the credit card number you provide does not expire prior to the conference. The Four Seasons Hotel will take a non-refundable deposit of one night's room rate plus tax from the credit card number provided on your form one month prior to your arrival. In the event that the hotel is unable to charge the card number on your Accommodation Form, you will be emailed by JLC and asked to provide alternative card details within 48 hours or your hotel room may be released.

Type of card *(Visa/MasterCard/Amex accepted)* _____

Expiry date _____

Name on card _____

Card number _____

AGREEMENT TO BOOKING CONDITIONS (YOUR RESERVATION WILL NOT BE PROCESSED UNLESS THIS BOX IS TICKED)

☐ BY COMPLETING AND SUBMITTING THIS FORM TO JLC, I AGREE THAT SHOULD I CANCEL/AMEND MY RESERVATION AFTER **1 AUGUST 2016** OR NOT SHOW UP FOR MY RESERVATION AT ALL, I WILL BE FINANCIALLY LIABLE FOR THE PENALTY DUE AS DETAILED IN THE ACCOMMODATION BROCHURE WHICH I HAVE READ PRIOR TO SUBMITTING THIS FORM. I FURTHER AGREE THAT THE PENALTY DUE MAY BE TAKEN FROM THE CREDIT CARD DETAILS I HAVE INCLUDED ON THIS FORM. I UNDERSTAND THAT THESE CANCELLATION TERMS AND CONDITIONS ALSO APPLY TO BOOKINGS MADE ON OR AFTER **1 AUGUST 2016**.

Signature _____ Date _____