SMi Group's London Hotel Accommodation Booking Service

In order to help improve your event experience, SMi Group Ltd has negotiated special rates at the 2017 Conference Venue – The RiverBank Park Plaza. All attendees who book their accommodation through us will be entered into a draw for a free iPad. **Support of our official meeting hotel helps us keep registration fees to a minimum.** Hotel reservations are taken on a first-come, first-served, space available basis. Submit your request as soon as possible for the best opportunity of receiving your hotel choice at the right price.

To book your accommodations please complete the form on page 2. We will take care of the rest. SMi will ensure that you get the right accommodation at the right price whatever your budget. SMi rates are guaranteed to be lower than those published on the hotel website or any other online booking website. **Remember London hotels book up very fast so please do not delay completing the booking form. Booking early ensure that you get your first choice hotel.**

Please note that the SMi Group does not work with any third party providers for hotel room reservations please see footnote at bottom of page*.

Return your form to us via fax or scan it and send it to lesmond@smi-online.co.uk. SMi will send you confirmation of your booking

*All rates excluding VAT

Park Plaza Riverbank
Address: 18 Albert Embankment, London, SE1 7TJ, United Kingdom
Nearest Undergeround Station: Vauxhall
SMi Special Rates: £189

SMi
LINKING BUSINESS *with* INFORMATION

HOTEL RESERVATION FORM

Please complete and return on the following Fax number or E-mail address

Phone: +44 (0) 207 827 6000

E-mail: lesmond@smi-online.co.uk

Guest Details		
Conference		
Title:	Forename:	Surname:
Company:		Telephone:
Email:		Fax:
Address:		

Hotel Details		
1st Hotel Choice:		2nd Hotel Choice:
Room Type:	Standard	Executive
No of Rooms:	No of Nights:	Smoking Room/Non-Smoking Room:
Arrival Date:		Departure Date:

Credit Card Details

Please note the below card details are used only to guarantee the room reservation. Upon arrival, the hotel will ask for a physical credit card to swipe and take payment/guarantee any extra charges [room service etc]. If you would like to settle payment prior to arrival, please contact us and we will send you a Credit Card Authorisation Form.

Card Type:	MasterCard	Visa	Amex
Card Number for guarantee:			
Card Holder Name:		Expiry Date:	
I confirm that I have read and agree to SMi Terms & Conditions of Booking			
Signature:		Date:	

Terms and Conditions of Booking: If a cancellation is made, please advise the hotel directly as well as SMi, quoting your reservation number. Please check the hotel website for full cancellation Terms and Conditions.

A number of our clients have been approached by third party organisations offering to book hotel rooms. We would advise that you do not book through them as they are not representing the SMi Group. SMi Group books all hotel rooms directly. If you ar e approached by a third party organisation then please contact us before making any bookings. If you have already booked a hotel room using a third party organisation, we would highly recommend contacting the hotel you were booked into to ensure a booking has been made for you. We would also advise you to please check the terms and conditions of the booking carefully.