LONDON WEST
HOTEL & CONVENTION CENTRE
1 Shortlands, London W6 8DR

ACCOMMODATION BOOKING FORM

EVENT	AES 128th Convention	
DATE	**22nd - 25th May 2010**	
HOTEL REFERENCE	**AES**	
SPECIAL RATES		
	21st-24th May 2010	24th-26th May 2010
Rate for the event:	£117.50	£137.93
Rates are per room per night exclusive of Breakfast And includes VAT @ 17.5%		

Please complete and return this booking form as soon as possible, but definitely **before 23rd April 2010** to guarantee your reservation to avoid disappointment.
Should you need to cancel your reservation, full cancellation charges apply unless the cancellation is made 3 days prior to arrival with our reservation department on +44 (0) 208 741 1555

Please use BLOCK CAPITALS throughout:

Arrival Date:	**Departure Date:**	**No of Single Rooms:**	**No of Double Rooms:**	**Guest Name/s:**

REPLY DETAILS			
Company Name:			
Address:			
Telephone:		**Fax:**	
All accommodation requests must be guaranteed against a credit card or prior payment. No reservation will be made without a guarantee of payment.			
Credit Card Number:			
Expiry Date:		Type of Card:	
Card Holder (PRINT name)			
Authorization Signature			
The final block of rooms held for	**AES**		
will be released at 12.00 midday on	**23rd April 2010**		
After the above date and time, rooms at the special rate cannot be guaranteed and will be on a request basis only. All subject to availability.			

Please email this form to Reservations: h0737@accor.com
Or Fax: + 44 (0) 20 8748 8061
or Tel: + 44 (0) 20 8741 1555
for more information.

We look forward to welcoming you to the Novotel London West