

ACCOMMODATION DETAILS

Hotel Information (cost and reservation)

The following hotels in Moscow have been designated for the participants of the IAIS Committee Meetings and the 11th IAIS Global Seminar.

<p>Hotel Hyatt Regency Moscow Petrovsky Park</p> <p>Leningradsky Avenue 36 Building 33, Moscow 125167</p> <p>http://moscowpetrovskypark.regency.hyatt.com</p>	<p>Renaissance Moscow Monarch Centre Hotel</p> <p>Leningradsky Avenue 31A, Building 1 Moscow 125284</p> <p>http://renaissancemonarchmoscow.com</p>	<p>Hotel Aeropolis</p> <p>Leningradsky Ave 37, Building 5 125167 Moscow</p> <p>https://www.aeropolis.ru/en/</p>
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Reservation Process

Room reservations at the aforementioned hotels can be made by filling out the reservation forms and emailing them to the addresses on the reservation forms. The hotel should be informed directly via email if there are any additional amendments.

Please note that in order to successfully make a hotel reservation at the indicated special rates, it is necessary to fill out one of the booking forms that you can find below and email it to the hotel and/or to your respective Liaison Officer.

We kindly request that you avoid making reservations through the hotel website, any hotel-aggregating third-party websites, or in any manner other than by emailing the registration form directly to the hotel or Liaison Officer, because in that case the special rate will not be applicable and the booking request might be rejected.

In case the participant prefers not to provide the hotel with his/her credit card details by email, it is possible to leave these fields in the form empty. Once the manager receives the form he/she will contact the participant for more details. Alternatively, the booking form can be sent by fax.

If you have any doubts or difficulties, please contact your respective Liaison Officer.

Special Rates

Special rates have been negotiated for the participants of the IAIS Committee Meetings and the 11th IAIS Global Seminar. The accommodation will be provided on a “first come – first served” basis.

Room reservations and other additional services -which must be made during the reservation period- are detailed in the table below. After this date, the special accommodation rates may not be applied.

Hotel HYATT REGENCY MOSCOW PETROVSKY PARK		
Single Standard King: 10 000 RUB *(173 USD) Double Standard King: 11 000 RUB *(190 USD) Please be advised, that all prices are per night and include VAT.	The price includes buffet breakfast, swimming pool and gym, Wi-Fi in the rooms.	A block booking at a special rate has been made for the period: 22-28 July 2018

Renaissance Moscow Monarch Centre Hotel		
Single/Double Room: 8 260 RUB *(143 USD) (weekdays) Single/Double Room: 5 900 RUB *(102 USD) (weekend) Please be advised, that all prices are per night and include VAT.	The price includes buffet breakfast, swimming pool, Wi-Fi.	A block booking at a special rate has been made for the period: 22-28 July 2018

Hotel Aeropolis		
Standard Single Room: 2 500 RUB *(43 USD) Please be advised, that all prices are per night and include VAT.	The price includes buffet breakfast, Wi-Fi.	A block booking at a special rate has been made for the period: 22-28 July 2018

Participants are responsible for the payment of their reservations, all room costs, upgrades and other charges.

***Please note that this is based on the spot exchange rate as of 09.04.2018 and is subject to change.**

Hotels Policies

Participants need to guarantee their reservation by credit card before arrival. Please be informed that there may be penalties in cases of late reservations, date changes or cancellations.

<p>Hotel Hyatt Regency Moscow Petrovsky Park</p>	<p>Check-in: Check-out: Cancellations:</p>	<p>15:00 12:00</p> <p>The individual cancellation policy is no later than 30 days prior to arrival. In cases where a participant cancels the room later than 30 days prior to arrival, the hotel reserves the right to charge 50% of the room rate for the whole period of stay. If a delegate cancels the room later than 14 days prior to arrival, the hotel reserves the right to charge 100% of the room rate for the whole period of stay.</p> <p>No-show of the guest without preliminary cancellation of the reservation, is cause for charging 100% of the projected business revenue from the reserved room for the whole period of stay.</p>
<p>Renaissance Moscow Monarch Centre Hotel</p>	<p>Check-in: Check-out: Cancellations:</p>	<p>14:00 12:00</p> <p>Cancellation (in written form, faxed or emailed to the hotel) will be allowed no later than 22 June.</p> <p>In the event of non-arrival or a cancellation being received after this time, 100% of the total stay will be charged from the guest's credit card provided as guarantee.</p>
<p>Hotel Aeropolis</p>	<p>Check-in: Check-out: Cancellations:</p>	<p>14:00 12:00</p> <p>Reservations can be cancelled free of charge until 3 weeks before arrival, i.e. 1 July.</p> <p>For cancellations up until 2 weeks before arrival, i.e. 8 July, the cancellation fee is equal to 7'500 RUB.</p> <p>For cancellations up until 3 days before arrival, i.e. 19 July, the cancellation fee is equal to 100% of the whole stay: 15'000 RUB.</p>

Additional information on accommodation:

Enquiries relating to hotel reservations and additional services should be sent directly to the respective hotel, using the following contact information:

Hotel Hyatt Regency Moscow Petrovsky Park
Meeting venue

Pavel Masyanov, Event Sales Coordinator
E-mail: Pavel.Masyanov@hyatt.com

HYATT REGENCY MOSCOW PETROVSKY PARK
Leningradsky Avenue 36, Building 33
125167 Moscow, Russia

Tel.: +7 495 479 12 34
Fax: +7 495 4791235

Renaissance Moscow Monarch Centre Hotel
1km from meeting venue

Gela Lobzhanidze, Senior Sales Manager
Email: globzhanidze@renaissancemcmoscow.ru; reservations@renaissancemcmoscow.ru

RENAISSANCE MOSCOW MONARCH CENTRE HOTEL
Leningradsky Avenue 31A, Building 1
125284 Moscow, Russia

Tel.: +7 (495) 995-0009 (2108), Mob.: + 7 (968) 813-4904
Fax: +7 (495) 995-1451

Hotel Aeropolis
2.5 km from meeting venue

Natalia Vasilieva, Sales Manager
Email: natalia.v@aeropolis.ru

HOTEL AEROPOLIS
Leningradsky Avenue 37, Building 5
125167 Moscow, Russia

Tel.: +7 (499) 601-21-18
+7 (495) 940-61-53 (ext. 263)
+7 (985) 090-21-41

All other enquiries related to accommodation may be directed to:
hotels@iaismoscow2018.ru.



To: **Hotel Hyatt Regency Moscow Petrovsky Park**
Attention: **Reservation Department**
Email: Moscow.regency@hyatt.com

LLC «Petrovsky Park hotel»

Leningradsky Avenue, 36, bldg 33,
Moscow,

Russia, 125167

Phone +7 495 4791234

Fax: +7 495 4791235

E-Mail: moscow.regency@hyatt.com

moscowpetrovskypark.regency.hyatt.com

From: _____

Company: _____ Date: _____

Fax: _____ Tel: _____

Email: _____

Please note that the reception of the form is not considered as a booking.

**RESERVATION REQUEST FOR
IAIS COMMITTEE MEETINGS AND GLOBAL SEMINAR 23-27 JULY 2018**

Please reserve a room at the Hotel Hyatt Regency Moscow Petrovsky Park for the following guest:

Last name, first name

Please choose from the available options:

- Single Standard King Daily Rate: 10 000 RUB including 18% VAT for single occupancy
- Double Standard King: 11 000 RUB including 18% VAT for single occupancy

Daily buffet breakfast is included into the room rate and is served at our restaurant Heritage

Date of arrival: _____

Date of departure: _____

Guarantee for the reservation:

- AMEX
- VISA
- Diner's Club
- EURO/Master
- JCB

Bank Card # _____

Expiration date _____

The individual cancellation policy is no later than 30 days prior to arrival. In case a delegate cancels the room later than 30 days prior to arrival, the hotel reserves the right to charge 50% of the room rate for the whole period of stay. In case a delegate cancels the room later than 14 days prior to arrival, the hotel reserves the right to charge 100% of the room rate for the whole period of stay.

No-show of the guest without preliminary cancellation of the reservation, is a reason for charging 100% of the of the projected business revenue from the reserved room for the whole period of stay

[Signature, printed last name and title]



№ 4539201 (PIZ)

**IAIS COMMITTEE MEETINGS AND GLOBAL SEMINAR
JULY 23-27, 2018
Renaissance Moscow Monarch Centre Hotel**

First Name _____ Last Name _____

Arrival date _____ Departure date _____

Weekdays (Monday to Friday)
**8 260 Rubles per room per night
for single or double occupancy.**

Weekends (Friday to Monday)
**5 900 Rubles per room per
night for single or double occupancy.**

Rates including breakfast and 18% VAT.

Your preferences: Room with a king-sized bed Room with two beds

All reservations should be guaranteed with a valid credit card

I authorize Renaissance Moscow Monarch Centre Hotel to guarantee with the following credit card:

Reservation

Credit Card # _____ Expiration Date _____

Card Holder _____ Signature _____

In case you require airport transfer, please contact our reservations office:

Telephone 7 (495) 995-0009; fax 7 (495) 995-0008; reservations@renaissancemcmoscow.ru

Terms and Conditions

- 1) Check in time is 14:00
- 2) Check out time is 12:00
- 3) Special event rates can be booked only using this form.
- 4) All changes and special requests should be sent in writing to the Hotel directly
- 5) On arrival the credit card should be presented to guarantee accommodation and extras
- 6) In case the Guest revises accommodation dates the Hotel reserves the right not to confirm / change the rates written in the group agreement.
- 7) Guest can cancel this reservation without penalty until **22 June 2018**.
 - Cancellation after 22 June 2018 are charged in the amount of 100% for the entire stay

Special rate is valid until 22 June 2018.

Please, complete form and send it to our Reservations Department at 7 (495) 995-0008 or reservations@renaissancemcmoscow.ru. Please forward your reservations early in order to ensure your choice.

THANK YOU AND WE LOOK FORWARD TO YOUR VISIT!!!

**IAIS COMMITTEE MEETINGS AND GLOBAL SEMINAR
23-27 JULY 2018**

Hotel Aeropolis

First Name	
Last Name	
Dates	
Room Type	STANDARD
Credit Card number	
Exp. date	

Standard Single Room: **2 500 RUB**

Please be advised, that all prices are per night and include 18% VAT.

Special rates are available for the period: **22-28 July**.

Other dates are subject to rate and space availability.

Cancellations:

Reservations can be cancelled free of charge until 3 weeks before arrival, i.e. 1 July.

For cancellations up until 2 weeks before arrival, i.e. 8 July, the cancellation fee is equal to 7'500 RUB.

For cancellations up until 3 days before arrival, i.e. 19 July, the cancellation fee is equal to 100% of the whole stay: 15'000 RUB.

Reservations can be made directly via e-mail: sales@aeropolis.ru