

CCBE Plenary Session

Athens 2013

Terms & Conditions

Definitions

These Terms and Conditions for Accommodation Booking are valid for every person registered to attend the CCBE Meeting in Athens from May 16th to May 18th, 2013 (hereafter referred as "the conference") and who booked accommodation via the CCBE Meeting accommodation booking system.

Room Reservation

Only fully completed accommodation booking forms will be accepted.

All mentioned rates are in Euro (€) per room per night, including buffet breakfast, all local taxes, service and VAT. The number of nights reserved will serve as the legal basis for your hotel invoice.

Hotel check-in time is usually at 15:00h. If you are to arrive before this time, it is probable that you will not be able to gain access to your room. To guarantee a room to be available for an early arrival you will need to pre-register and pay for your room for the previous night.

Same procedure applies for late check-outs where in this case you should register for an extra night if you intend to check-out after 12:00h.

Cancellations / Changes

All cancellations and charges must be addressed in writing to ARGO Travel & Tourist Bureau - ARGO Congress. Changes will be handled as cancellation and new booking. The notification must include all relevant information regarding the bank account to which a possible refund may be remitted.

Any refunds will only be issued after the conference. If a credit card has been used for payment of the booking, the refund will be done to the same card. If payment was made by bank transfer, the cancellation notification must indicate a bank account to which a possible refund may be remitted. In case of a refund, any occurring bank or credit card charges will be deducted from the beneficiary delegate.

- For cancellations before April 22, 2013 an administration fee of Euro (€) 50.00 will be charged.
- For cancellations after April 22, 2013 and non-shows, 100% of the values of the booking will be charged.

Payment

All payments have to be made in Euro (€) free of any charges for ARGO Travel & Tourist Bureau at the time of reservation.

Please send your filled in registration form before sending payment. ARGO Travel & Tourist Bureau - ARGO Congress will send you a confirmation showing the exact balance due promptly after receiving your

registration form. Your booking is only considered confirmed if the services are paid and ARGO Travel & Tourist Bureau - ARGO Congress has received your payment.

To guarantee the reservation a full prepayment is required. After receiving your full payment ARGO Travel & Tourist Bureau - ARGO Congress will send you all requested confirmations and the invoice as well as a hotel voucher.

Please note that forms received without payment will not be processed.

Bank account:

Beneficiary: ARGO Travel & Tourist Bureau

ALPHA BANK

Account Nr.: 120 00 2320 000130

IBAN: GR12 0140 1200 1200 0232 0000 130, BIC: CRBAGRAA

Reference: CCBE 2013

Cancellation of Conference / Force Majeure

In the event that the conference cannot be held or is postponed due to events beyond the control of the conference organizers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the conference organizers, ARGO Travel & Tourist Bureau - ARGO Congress and the conference organizers cannot be held liable for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, etc.

Under these circumstances, the conference organizers reserve the right to either retain the entire payment for accommodation booking, or to reimburse the delegate after deducting costs already incurred and which could not be recovered from third parties. It is therefore recommended that you take out personal insurance.

In addition, the participant acknowledges that he/she has no right to lodge damage claims against the organizers should he/she not be able to attend the conference due to cancelled or delayed travel means caused by Force Majeure. With his/her reservation, the participant accepts this proviso.

Travel insurance is not included and participants are therefore advised to take out their own travel insurance and to extend their policy to cover personal possessions as the conference does not cover individuals against cancellations or theft or damage to belongings.

Liability

ARGO Travel & Tourist Bureau - ARGO Congress shall act as a mediator only and cannot be held responsible for any loss or damage incurred. Only written agreements shall be valid. The place of jurisdiction shall be Athens.