

## **SMi Group's London Hotel Accommodation Booking Service**

To book your accommodations please complete the form on page 2, by selecting a first and second choice hotel from the list. 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.

**Return your form to us via fax or scan it and send it to [events@smi-online.co.uk](mailto:events@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 Underground Station:** Vauxhall

**SMi Special Rates:** Standard Room from £185

(Cancellation terms now apply)

#### **Novotel Waterloo**

**Address:** 113 Lambeth Rd London SE1 7LS

**Nearest Underground Station:** Lambeth North

**SMi Special Rates:** Standard Room from £146

# HOTEL RESERVATION FORM

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

**Phone: +44 (0) 207 827 6074**

**Fax: + 44 (0) 207 827 6075**

**E-mail: [events@smi-online.co.uk](mailto:events@smi-online.co.uk)**

## Guest Details

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

## Hotel Details

1 <sup>st</sup> Hotel Choice:		2 <sup>nd</sup> 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:	<input type="text"/>	<input type="text"/>	<input type="text"/>
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 your confirmation for full cancellation Terms and Conditions.