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**. SMi will send you confirmation of your booking**

*All rates excluding VAT

Please note all hotels are within a 10 minute walk from the Grand Connaught Rooms

Hotel Russell
Address: 1-8 Russell Square, London, WC1B 5BE
Nearest Underground Station: Russell Square
SMi Special Rates:
Standard Room from £169.00 breakfast included

The Beauchamp Hotel
Address: 24-27 Bedford Place, London, WC1B 5JH
Nearest Underground Station: Holborn
SMi Special Rates From:
Standard Room £149.00 breakfast included

The Buckingham Hotel
Address: 39-40 Bedford Place, London, WC1 5JT
Nearest Underground Station: Holborn
SMi Special Rates From:
Standard Room £139.00 breakfast included

The Clarendon Hotel
Address: 34 – 37 Beford Place, London, WC1B 5JT
Nearest Underground Station: Holborn
SMi Special Rates From:
Standard Room £139.00 breakfast included

Grange Whitehall Hotel
Address: 2-5 Montague Street, London, WC1B 5BU
Nearest Underground Station: Holborn
SMi Special Rates From:
Standard Room £139.00 breakfast included

HOTEL RESERVATION FORM

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

Phone: +44 (0) 207 827 6000

Fax: + 44 (0) 207 827 6001

E-mail: events@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

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 and authorise for payment to be taken from the credit card as supplied.

Signature:	Date:

Terms and Conditions of Booking: Please note the hotel will charge your credit card directly on departure. 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.