

# Registration and Hotel Booking Form

## 5<sup>th</sup> ESUI Meeting Trieste, 30 October 2009

to be returned duly completed by fax +39 040 368808  
by **21 September 2009** to the Organising Secretariat  
*the office* srl - via San Nicolò 14, 34121 Trieste – phone +39 040 368343 +1 +17 - e-mail [urologia@theoffice.it](mailto:urologia@theoffice.it)

### REGISTRATION FORM (one per participant)

Mr/Ms                       Dr.                                       Prof.

**Family name** \_\_\_\_\_ **Given name** \_\_\_\_\_

Affiliation \_\_\_\_\_

Address (work) \_\_\_\_\_

ZIP code \_\_\_\_\_ Town \_\_\_\_\_

Phone (work) \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_

**Phone (at home)** \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Urologist**                       **Radiologist**                                       **Other** \_\_\_\_\_

**Permanent address** \_\_\_\_\_

**ZIP code** \_\_\_\_\_ **Town** \_\_\_\_\_ **Country** \_\_\_\_\_

**Town, Country of birth** \_\_\_\_\_

**Date of birth** \_\_\_\_\_

**HOTEL ACCOMMODATION (please tick the box in the right column)**

I wish to book  1 double single use room  1 double room

date of arrival \_\_\_\_\_ date of departure \_\_\_\_\_ No. of night(s) \_\_\_\_\_

Hotel	Room	Rates	Guarantee per night	
4 star hotel	double single use room	€ 180,00	€ 180,00	<input type="checkbox"/>
	Double room	€ 210,00	€ 210,00	<input type="checkbox"/>

Hotel booking:

- 1) Prices are intended per night for one room with bathroom/shower and include breakfast and taxes.
- 2) Rooms are booked against receipt of this form sent by fax completed with your credit card number as a guarantee.
- 3) After receiving your request *the office* srl will send a Voucher indicating the hotel name and all reservation details.
- 4) If you have special instructions for invoicing, please inform the hotel accordingly upon your arrival.
- 5) If you arrive later than 8 p.m. please inform the hotel accordingly.
- 6) In case of no show, the office will take the money from your credit card and pay the hotel room; the hotel may ask for the payment of the following nights, if booked.
- 7) If you want to anticipate your departure, you have to pay the whole period you have booked unless you reach a different individual agreement with the hotel.
- 8) If you need to change your booking:
  - a) contact the Organising Secretariat up to 2 days before the event
  - b) contact the hotel directly after this date

**PAYMENT - GRAND TOTAL**

Hotel Booking € \_\_\_\_\_  
GRAND TOTAL € \_\_\_\_\_

I guarantee my deposit of EUR \_\_\_\_\_ by credit card  VISA  Mastercard/Eurocard

Name of card holder \_\_\_\_\_ Date of birth of card holder \_\_\_\_\_

Card number                 Valid until \_\_\_\_\_

I authorise *the office* srl to debit the above mentioned amount on my card in case of hotel booking cancellation or no show at the hotel.

Date \_\_\_\_\_ Signature of the card holder \_\_\_\_\_

**CANCELLATION POLICY**

Cancellations of hotel booking are accepted only upon submission of a written request.

Until 21 September 2009 no charges will be applied.  
After 21 September 2009 no reimbursement will be possible.

All reimbursements will be made at the end of the event.

Date

Signature

\_\_\_\_\_

**Privacy Information**

Dear Sir/Madame,

please read and sign this document which aims at having your approval for the processing of personal and sensitive data in compliance with Italian Law Decree (Decreto legislativo) no. 196/2003.

On the basis of article 13 of the Privacy Code, we wish to inform you that the personal data that this Company must collect, file and use are processed solely in order to file and use them for the purposes of the management of the relation between the parties.

More specifically, your data will be collected for the following purposes: management of congress and event organization and for the supply of language services.

In particular, the data that may reveal racial or ethnic origin, religious, philosophic or other beliefs, political opinions, membership of political parties and trade unions, religious, philosophic, political or trade union associations or organizations, as well as personal data giving information on health and sex life, may only be processed by written consent of the person involved and after being authorized by the Italian Supervisory Authority for the protection of personal data (article 13 of the with Italian Law Decree no. 196/2003).

We therefore give you the following information on the processing of your personal data with special reference to sensitive data:

- the data will be processed in a fair and lawful way in order to protect your privacy
- the data will be processed on paper and/or electronically and will be protected and stored in compliance with the law in such a way and within the limits necessary to pursue the above mentioned aims;
- the provision of personal and sensitive data is necessary for the execution of the activities of this Company: failure to provide these data results in the impossibility to perform the processing – either as a whole or in part – correctly and consequently the relation between the parties is not fulfilled and might not be executed .

The data may also be:

- made known to all the participants in the event;
- made available to the staff who work with, cooperate with or might replace the Holder of data;
- made known to the staff, collaborators and consultants of this Company in so far as they may concern them and according to the provisions laid down by the law.

Rights of the individual

With reference to the processing of personal data the individual - in compliance with article 7 (Right of access to personal data and other rights) of the Privacy Code - is entitled to the following:

1. The individual has the right to obtain confirmation on the existence of his/her personal data even if they are not recorded yet and to receive them in a legible way.
2. The individual has the right to obtain indications on:
  - a) the origin of his/her personal data;
  - b) the aims and method of the processing;
  - c) the approach used in case of electronic processing;
  - d) the identity of the Holder of data, of the Persons responsible for the processing of data and of the representative appointed as per art. 5, paragraph 2;
  - e) the individuals or categories of individuals to whom the data may be communicated or who may have knowledge of the data in their capacity as appointed representative in the territory of the State, as persons responsible for the processing of data or as appointed processors:
3. The individual has the right to obtain:
  - a) the updating, correction or – should he/she be interested – the integration of data;
  - b) the cancellation, the modification in anonymous form or the blocking of data processed in violation of the law, including those whose storage is not necessary in view of the purposes for which they were collected or subsequently processed;
  - c) the statement that the operations under paragraphs a) and b) have been made known – also in so far as their contents are concerned – to those to whom the data were communicated or circulated, save in the case where such compliance is impossible or involves the use of resources clearly disproportionate with respect to the right involved;
4. The individual has the right to deny, wholly or in part:
  - a) the processing of personal data concerning him/herself, albeit they are relevant to the purposes of their collection, for legitimate reasons
  - b) the processing of personal data concerning him/herself for the purposes of sending advertising material, direct marketing, opinion polls or trade information.

The rights governed by article 7 are exercised via an informal request addressed to the Holder of data, also through an appointed person, who must acknowledge receipt of the request with no delay.

I, the undersigned ..... born in (city and state) ..... on ..... with permanent address in (full address).....

declare that I have received full information in compliance with article 13 of the Italian Law Decree no. 196/2003 concerning "The protection of individuals and other subjects with reference to the processing of personal data".

After being informed about the aims and method of the processing, I express my consent and authorize the processing of personal and sensitive data (also of my curriculum vitae) solely for the purposes of receiving further invitations to future events, advertising material of this Company and of appearing on the promotional materials of this Company.

The Holder of data is THE OFFICE SRL.

The Person responsible for the processing of data "pro tempore" is ROSSELLA SPANGARO.

In order to exercise the rights governed by article 7 of the Privacy Code, the interested party shall send a written request to: THE OFFICE SRL via San Nicolò 14 - 34121 TRIESTE (Italy).

Date

Signature

\_\_\_\_\_