

**TRAVEL & ACCOMMODATION FORM**

The conference will take place at Golden Tulip Hotel in Nyamata, Eastern Province. Association des Guides du Rwanda has negotiated special discounts for the conference participants. The hotel has two blocks A and B, with a slight pricing difference. The prices are listed below. To learn more about the hotel, visit their website <http://nyamata.lapalissehotels.co.rw/>

Guests are welcome to bring friends and family. Please make sure that you book your accommodation accordingly.

**ACCOMMODATION PRICING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Option (all options include airport transfers and breakfast for occupants)** | **Price per room per night (in USD)** | **Maximum room occupancy** | **Block** |
| Accommodation rooms single occupancy | $ 80 | 1 | A |
| Accommodation rooms single occupancy | $ 70 | 1 | B |
| Accommodation rooms with twin beds | $ 100 | 2 | A |
| Accommodation rooms with twin beds | $ 90 | 2 | B |
| Accommodation rooms, Junior Suites | $ 120 | 6 | A |
| Accommodation rooms with triple occupancy | $ 150 | 3 | A & B |

**Note:** All prices listed are in US Dollars and are per person per night, and include breakfast and taxes.To calculate the cost to your respective currency, you can use [Oanda](https://www.oanda.com/currency/converter) currency converter.

**ACCOMMODATION PAYMENT**

A 50 % non-refundable payment of booked accommodation is required by 01 June 2019. Balance is payable upon arrival at the hotel. If you foresee any problem with either of these payment mechanisms, please notify WAGGGS at Africa.Reco@wagggs.org as soon as possible. Upon booking accommodation, Golden Tulip will issue the invoice for payment.

Accommodation booking payment goes directly through Golden Tulip through bank transfer:

Account name: Club House La Palisse – GT Nyamata

Account number: 4003200439675 (US DOLLARS)

Bank name: Equity Bank Rwanda Ltd

Intermediary bank: Equity Bank Kenya Ltd

Swift code: EQBLRWRW

Physical address: Grand Pension Plaza Building

 Avenue de la Paix

 P.O Box 49

 Kigali, Rwanda

If the cancellation is done within 15 days of the conference, the hotel will charge you 40% of the deposit.

**TERMS AND CONDITIONS**

1. Hotel reservations will be taken on first-come-first served basis and are subject to the availability of rooms.
2. All enquiries, changes or cancellation of room reservation should be addressed directly to the hotel.
3. The special prices stated above are only valid until 01 June 2019. After this date, accommodation is subject to availability and the prices are subject to change.
4. Prices are subject to change in case of change of taxes in host country.

### Please complete and return by 01 June 2019 to Golden Tulip at eventsnya@lapalissehotels.co.rw and copy eventcoordination.rwanda@gmail.com Make sure to use subject line: WAGGGS AFRICA REGION – ACCOMMODATION

**YOUR DETAILS**

|  |  |
| --- | --- |
| **First Name:** | **Last Name:** |
| **Organization:** |
| **Address:** |
| **City:** | **Country:** |
| **Phone:** | **Email:** |
| **Passport number:** | **Country of issue:** |
| **Issue date:** | **Expiry date:** |

**ACCOMMODATION DETAILS**

Please number your first three room type accommodation preferences (1 = first preference, 2 = second preference, 3 = third preference) so that an alternate room type can be allocated if your first preference is unavailable (refer to page one all available rooms and prices).

|  |  |
| --- | --- |
| **Preference 1:** |  |
| **Preference 2:** |  |
| **Preference 3:** |  |

**TRANSPORT INFORMATION**

Golden Tulip will arrange airport transfers to all participants staying at the hotel.

If you do not have the travel information while booking accommodation, please ensure you communicate your travel details to the hotel before 01 June 2019.

|  |  |  |  |
| --- | --- | --- | --- |
| **Check in date** | **Time** | **Flight number** | **Airline**  |
|  |  |  |  |
| **Check out date** | **Time** | **Flight number** | **Airline**  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Names of the person you would like to share the room with:** |  |
| **Any other special accommodation requirements:**  |  |