

# ITO PCO APPLICATION FORM

THIMUN 2018 application form

Return to:

**ITO PCO**  
Nieuwstraat 10b  
2266AD Leidschendam  
The Netherlands  
Fax: +31-70-354.88.27  
Email: thimun@itotours.nl  
Internet: www.itotours.nl

**RETURN BY: 24 NOVEMBER 2017**

Name Of MUN-director:

School ID Number:

Name Of School:

Address:

City:

Country:

Email:

Telephone:

Fax:

## ITO PCO ACCOMMODATION APPLICATION FORM

**Incomplete forms will not be considered!**

Please state your choice(s) of accommodation (see page 17-18 of the Administrative Handbook):

Arrival date: January 2018

Departure date: February 2018

No. of nights: nights

No. of Single rooms: No. of Twin rooms: No. of Triple rooms\*:

First choice Hotel: Second choice Hotel:

Third choice Hotel: Fourth choice Hotel (or any available):

\* triple rooms are always on request and will be given first to delegations with uneven boy/girl ratio in order to avoid having a boy or girl stay alone in the room.

**Return Application Form by: 24 November 2017 at the latest.**

Pre-booking for THIMUN 2019 will not be possible until after the THIMUN 2018 Conference!

## PAYMENT

ITO PCO requires a EUR 500 deposit for confirmation upon booking. To settle this deposit and to confirm receipt of the booking, you will receive a payment link, which enables you to view your booking, update your details, fill in the names of the delegates and go to the ITO PCO payment provider. You will be requested to make this payment by credit card\*\* or bank transfer. As soon as ITO PCO has received the clearance from their payment provider that the amount is paid, your booking is secured. Until that time ITO PCO will keep the rooms in option, but you have to keep ITO PCO informed about the status of your payment. In case ITO PCO hasn't received a notification about your payment or an e-mail about the delay, ITO PCO will release the rooms after 5 working days.

After the THIMUN organization has assigned the delegations – this will give you the possibility to adjust the number of boys and girls without costs – but no later than 24 November 2017, you will receive the payment request from ITO PCO for the final sum based on the details you have filled out in your booking. The total amount for your reservation must be received by 1 December 2017 at the latest.

In case you wish to do it "the way we used to do it", please find here our details for a bank transfer to ITO P.C.O. BV, ING Bank, The Hague, Account No. 65.03.57.817 (IBAN: NL94INGB0650357817, BIC/SWIFT: INGBNL2A)

**Please quote your School ID No. with your payment. All prices must be paid in EURO and net of all bank charges** in order to avoid problems caused by frequent fluctuations in the currency market.

Cancellation conditions apply to all applications, which can be found on our website [www.itotours.com](http://www.itotours.com).

\*\* Costs for credit card payment (approx. 5% of the total amount) will apply

Date (d/m/y)

Signature