

SIGIR Sheffield 2004

To make a reservation, please complete all the details overleaf and return your booking form by fax to Sheffield Tourism (+44 (0)114 281 4042 – DIFFERENT NUMBER FROM REGISTRATIONS FORM). If you want to correspond with us about your reservation, please contact us by email at visitor@sheffield.gov.uk quoting SIGIR2004 in the subject line. *To guarantee the stated rates and hotels, please send your reservation before 11th June 2004.* Hotel and Guest Accommodation which does not feature in this list can be booked, subject to availability, please contact us tel: +44 (0)114 201 1025, or email: visitor@sheffield.gov.uk

HOTEL	SINGLE ROOMS	DOUBLE/TWIN ROOMS	LOCATION	DISTANCE FROM CONFERENCE VENUE	CAR PARKING
HALIFAX HALL OF RESIDENCE	SINGLE ROOMS ONLY £42.65		1.5 MILES WEST OF CITY CENTRE	APPROX 1 MILE	FREE ON SITE CAR PARKING
SINGLE STUDY BEDROOMS WITH EN-SUITE SHOWER ROOM. TEA & COFFEE MAKING FACILITIES AND DIRECT DIAL TELEPHONE ARE PROVIDED IN EACH ROOM. HIGH-SPEED INTERNET ACCESS IN EACH ROOM IS PLANNED, AND SHOULD BE AVAILABLE ON PRIOR REQUEST. PLEASE NOTE, RESERVATIONS AT HALIFAX HALL WILL BE CHARGED TO CREDIT CARD PRIOR TO ARRIVAL – TRANSACTIONS WILL BE PROCESSED BY UNIVERSITY OF SHEFFIELD					
IBIS SHEFFIELD BRAND STANDARD	MON-THURS £46.95 ROOM ONLY FRI – SUN £42.95 ROOM ONLY BREAKFAST CHARGED PER PERSON AS TAKEN		CITY CENTRE	APPROX 1.5 MILES EASY ACCESS BY TRAM NETWORK	CLOSE BY NEGOTIATED RATES
Only Halifax Hall now available					
TRAVEL INN METRO TRAVEL ACCOMMODATION	MON-THURS £49.95 ROOM ONLY FRI – SUN £46.95 ROOM ONLY BREAKFAST CHARGED PER PERSON AS TAKEN		CITY CENTRE	APPROX 1.5 MILES EASY ACCESS BY TRAM NETWORK	CLOSE BY £5.60 PER 24 HRS
RESTAURANT (SERVING LIGHT SNACKS) AND BAR ON SITE, WITH ACCESS TO ALL CITY CENTRE AMENITIES WITHIN WALKING DISTANCE. GOOD TRANSPORT LINKS TO CONFERENCE VENUE.					
HOTEL BRISTOL 3 STAR HOTEL	£60.00 £65.00 RATES INCLUDE BREAKFAST		CITY CENTRE	APPROX 1.5 MILES EASY ACCESS BY TRAM NETWORK	ON SITE £3.00 PER DAY
RESTAURANT AND BAR ON SITE, WITH ACCESS TO ALL CITY CENTRE AMENITIES WITHIN WALKING DISTANCE. GOOD TRANSPORT LINKS TO CONFERENCE VENUE.					
RUTLAND HOTEL 3 STAR HOTEL	£65.00 £79.50 RATES INCLUDE BREAKFAST		1 MILE FROM CITY CENTRE	LESS THAN 1 MILE EASY ACCESS BY PUBLIC TRANSPORT	FREE PARKING ON SITE
RESTAURANT AND BAR ON SITE, GOOD ACCESS, USING PUBLIC TRANSPORT, TO CITY CENTRE AMENITIES. LOCATED IN POPULAR SUBURB WITH IMMEDIATE ACCESS TO BARS, SHOPS, EATING PLACES					
NOVOTEL, SHEFFIELD 3 STAR HOTEL	£80.00 £90.00 RATES INCLUDE BREAKFAST		CITY CENTRE	APPROX 1.5 MILES EASY ACCESS BY TRAM NETWORK	FREE PARKING ON SITE
RESTAURANT AND BAR ON SITE, IMMEDIATE ACCESS TO ALL CITY CENTRE AMENITIES. GOOD TRANSPORT LINKS TO CONFERENCE VENUE. INDOOR POOL FOR GUESTS USE.					



SIGIR 2004
University of Sheffield 25th – 29th July 2004

**PLEASE COMPLETE ALL THE DETAILS ON THIS FORM FAX IT TO SHEFFIELD TOURISM ON
 +44 (0)114 281 4042 – DIFFERENT NUMBER FROM REGISTRATIONS FORM. TO GUARANTEE
 AVAILABILITY AND RATES PLEASE RETURN BY 11TH JUNE 2004.**

Name:

For group bookings (more than three rooms), please attach all names on separate sheet.

Address (for correspondence):

Telephone: Mobile:

Email: Fax:

Arrival Date: Departure Date: Number of Nights:

	Single	Double	Twin	Triple	Family
Number of rooms required	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>
					2 ad + 2 child

Please indicate, in order of preference, which hotel you would like to stay in. Every effort will be made to meet your requirements, should this not be possible, you will be contacted prior to an alternative reservation being made.

Choice 1: Choice 2: Choice 3:

Please indicate: Smoking Non-Smoking

In order to guarantee this reservation, details of a credit or debit card must be given. Cancellation charges may be debited from the card in circumstances where the reservation is not taken up as booked or cancelled prior to the arrival date.

Card Number: Cardholders Signature:

Expiry Date: Issue Number (debit card only): Valid From Date:

Booking Conditions

On receipt of this form, reservations staff will allocate your requirements to the hotel of your choice. Where your first choice is not available, your second, then third choice of hotel will be used. Should there be no availability in any of these three, reservations staff will contact you before proceeding with your booking. All accommodation and rates are subject to availability. Details of a credit card are required to guarantee any reservation*. Once the reservation is made, any amendments or cancellations should be notified to us immediately. Once all requirements are met, confirmation will be sent to you by email (where quoted). The accommodation is booked for you by Sheffield Tourism as agent for the accommodation establishment and therefore any contract for the booking is directly between you and the establishment. On arrival, you should check the accommodation is as booked, including type and price. Whilst Sheffield Tourism makes every effort to find suitable accommodation, it cannot be held responsible, nor accept any liability for complaints or claims arising from this booking, nor for any loss or damage which may be suffered by you or any members of your party during, or as a result of, your stay at the establishment.

*University accommodation will be charged for prior to arrival.

FAX THIS FORM TO SHEFFIELD TOURISM RESERVATIONS
+44 (0)114 281 4042 – DIFFERENT FROM NUMBER FOR REGISTRATIONS FORM