

European Urban Research Association 10th Anniversary Conference
University of Glasgow
Scotland
12 – 14 September 2007

Reservations should be sent to Concorde Services Ltd, 4B, 50 Speirs Wharf, Glasgow G4 9TH, Scotland, to be received by 1 May 2007. Thereafter, accommodation will be subject to availability.

No reservations can be accepted unless the appropriate deposit has been received by Concorde Services by the above date.

To guarantee your accommodation booking, credit card details should be supplied, or alternatively please enclose a cheque/bank draft in pounds sterling (charges to be pre-paid) and made payable to Concorde Services Ltd, to the value of the deposit guarantee quoted. Please note that bank charges resulting from payment by any other means will be deducted from the deposit paid.

On receipt of the booking form and deposit guarantee, Concorde Services will issue a booking confirmation within 21 working days.

All accounts must be settled in full prior to departure.

Cancellations must be received in writing to Concorde Services on or before 13 June 2007. Prior to that date deposits will be refunded less a £40.00 administration charge. After 13 June 2007 deposits are non-refundable, however substitutions may be made at any time.

In the event of non arrival the reservations will automatically be released by the hotel by 9.00am the following day, unless notification of any delay is given, but in either case the deposit guarantee will be non-refundable.

Please note that there is an administration charge included in the rate for the Premier Travel Inn Charing Cross. Cancellations must be received in writing to Concorde Services on or before 13 June 2007. Prior to that date deposits will be refunded less a £40.00 administration charge. After 13 June 2007 full payment is non-refundable.

Only one booking form and one room deposit are required for twin/double room reservations. The person completing the form is responsible for the room deposit.

The same cancellation/non arrival procedures as above will apply and should one of the party cancel, the other will be ultimately responsible for the full room rate. Guests may settle individually on departure, the last person to check out being fully responsible for any outstanding accounts. Substitutions can be made at any time.

Concorde Services will endeavour to meet any special requirements, but not all hotels may be able to fulfil these special needs.

Concorde Services will endeavour to meet all accommodation requests, however should your preferred accommodation choices be full, Concorde Services reserves the right to make your booking at the nearest available alternative.

Concorde Services would advise delegates to take out their own travel insurance and extend their policy for personal possessions as the Conference does not cover individuals against cancellations of bookings or theft, damage to or loss of belongings.