

Pan American School

ALOFT HOTEL AND TRANSPORTATION RESERVATION FORM

Global Issues Network Conference San Jose, Costa Rica.

1. DEADLINE FOR PAYMENT

FEBRUARY 20TH, 2018 is the payment deadline for all payments to Aloft Hotel. All reservations must be guaranteed by credit card and are subject to availability. We are not able to hold any hotel rooms, therefore schools should book as promptly as possible.

2. HOTEL RATES:

ALOFT HOTEL Address: Forum 2 Business Park, Lindora, Radial a Santa Ana, SJ, San José, 10901 Contact: Erick Lizano Email: erick.lizano@aloftcostarica.com Phone Number: +(506) 2205-3547
PRICES PER NIGHT (+ CHARGES & TAXES): \$87 – 1 PERSON – SINGLE \$87 – 2 PEOPLE – DOUBLE \$107 – 3 PEOPLE – TRIPLE \$127 – 4 PEOPLE – QUADRUPLE
INCLUDES Breakfast, wifi services, fitness center & other facilities. NOT INCLUDED Additional meals & alcoholic beverages.

3. Complete the details below for the rooms you would like to reserve:

Name of School:

Contact person:

Email:

Phone number:

Hotel: Aloft Hotel

Check in date:

Check out date:

Arriving flight time, airline, company, and flight #:

Departing flight time, airline, and flight #:

Room Detail: For each room, indicate room size (ex: triple or quadruple capacity) and enter the full name, passport number and country of each person. Please note that any students under 12 years old must stay in the same room as an adult. (You may add more rooms if necessary.)

<p>Room 1: Type: Single/Double/Triple</p> <p>Person 1 full name: Person 1 passport # and country:</p> <p>Person 2 full name: Person 2 passport # and country:</p> <p>Person 3 full name: Person 3 passport # and country:</p> <p>Person 4 full name: Person 4 passport # and country:</p>	<p>Room 2: Type: Single/Double/Triple</p> <p>Person 1 full name: Person 1 passport # and country:</p> <p>Person 2 full name: Person 2 passport # and country:</p> <p>Person 3 full name: Person 3 passport # and country:</p> <p>Person 4 full name: Person 4 passport # and country:</p>	<p>Room 3: Type: Single/Double/Triple</p> <p>Person 1 full name: Person 1 passport # and country:</p> <p>Person 2 full name: Person 2 passport # and country:</p> <p>Person 3 full name: Person 3 passport # and country:</p> <p>Person 4 full name: Person 4 passport # and country:</p>	<p>Room 4: Type: Single/Double/Triple</p> <p>Person 1 full name: Person 1 passport # and country:</p> <p>Person 2 full name: Person 2 passport # and country:</p> <p>Person 3 full name: Person 3 passport # and country:</p> <p>Person 4 full name: Person 4 passport # and country:</p>
<p>Room 5: Type: Single/Double/Triple</p> <p>Person 1 full name: Person 1 passport # and country:</p> <p>Person 2 full name: Person 2 passport # and country:</p> <p>Person 3 full name: Person 3 passport # and country:</p> <p>Person 4 full name: Person 4 passport # and country:</p>	<p>Room 6: Type: Single/Double/Triple</p> <p>Person 1 full name: Person 1 passport # and country:</p> <p>Person 2 full name: Person 2 passport # and country:</p> <p>Person 3 full name: Person 3 passport # and country:</p> <p>Person 4 full name: Person 4 passport # and country:</p>	<p>Room 7: Type: Single/Double/Triple</p> <p>Person 1 full name: Person 1 passport # and country:</p> <p>Person 2 full name: Person 2 passport # and country:</p> <p>Person 3 full name: Person 3 passport # and country:</p> <p>Person 4 full name: Person 4 passport # and country:</p>	<p>Room 5: Type: Single/Double/Triple</p> <p>Person 1 full name: Person 1 passport # and country:</p> <p>Person 2 full name: Person 2 passport # and country:</p> <p>Person 3 full name: Person 3 passport # and country:</p> <p>Person 4 full name: Person 4 passport # and country:</p>

4. Aloft Hotel Transportation Services

Please contact: Erick Lizano

Phone Number: (506) 2205-3547

Email: erick.lizano@aloftcostarica.com / reservas.sanjose@aloftcostarica.com

Airport - Hotel	1 Person – \$40 (Group Size: 1–5 People)
Hotel - Airport	1 Person – \$55 (Group Size: 1–10 People)

5. How to send and submit this document:

Be sure to indicate that you are booking for "GLOBAL ISSUES NETWORK CONFERENCE"

Email: erick.lizano@aloftcostarica.com

GIN Youth Coordinator, Sofia Perez at: gin.conferencia@panam.ed.cr

GIN Adult Coordinator, Linda Sills at: linda@globalissuesnetwork.net

6. Complete payment by February 20th, 2018 upon receiving invoice from Aloft Hotel:

After this hotel form has been received and processed, Aloft Hotel will send a quote per room, and a payment authorization document for the total cost of all room to contact person for your school. Each school will then be responsible for making payment by February 20th, 2018 to guarantee the reservation.

If you have any questions or concerns, do not hesitate to contact the GIN team.