

REQUEST FORM FOR DMC SERVICES

As DMC (Destination Management Company) we **provide you high level ground services** based on our local knowledge of Rome.
 Do not hesitate in contacting us regarding the services we offer you bellow.

First Name:

Last Name:

Company:

Address:

Postal code: City:

Country:

Phone: Fax:

Email:



Accommodation / Guest Management

Accommodation, Travel plan, air and train tickets issue, ecc.

N° of participants:

Type of service requested:
 (Travel Plan, Ticket Issue, Accommodation, etc)

Hotel Details (please select your hotel from the enclosed list)

Preferred hotel choice:

Second hotel choice:

Arrival date(dd/mm/yy): ___/___/_____ Departure date(dd/mm/yy): ___/___/_____

Number of rooms: ___/Double for Single Use ___/Double occupancy
Guest names and special requests will be provided during Rooming procedures

Terms and conditions

Rates applicable to attendees reservations are "Inclusive Rates" and include: Taxes, Fees, Hotel Luggage Handling, Breakfast. All the extras are not included and must be settled at the checking out time.

The first 50% of total deposit payment is required upon confirmation and it is non-refundable.
 Full payment of total room reservation is due on or before July 28, 2009. Full prepayment of the reserved room/s must be received by July 28, 2009. If the final payment is not received by July 28, 2009 ALL ROOMS being held for you will be CANCELLED, and deposit paid will be retained as liquidated damages, regardless of whether the cancelled rooms are resold. **15 Euro will be charged as booking agency fee.**

After July 28, 2009, additional nights requested will be immediately charge upon confirmation.
 Any cancellation, no show and/or reduction will be charged and no refunds will be issued.

Participants will receive a first confirmation after receiving the deposit. A voucher, to be shown on arrival at the reception desk of the hotel, will be sent only after the full payment.

Supported by:

European Microwave Week 2009
 Nuova Fiera di Roma, Rome, Italy
 28 September through 2 October 2009

EUMA
 European Microwave Association

Credit card Details (reservation guarantee)

Name of the Cardholder:

Address:

Postal code: City: Country:

Credit Card number:

Visa Mastercard

Expiry date (dd/mm/yy): ____/____/____ CVV/CVC*: _____
 * last 3 digits on the back of the card (Mastercard, Visa)

I understand the terms and conditions stated above.

Date: ____/____/____ Signature of cardholder:



Hotel Name	Category	Distance from Conference/Airport	Courtesy Transfer included	DUS rate	DBL rate	Meeting rooms / Max capacity
Abitart Via Pellegrino Matteucci 10/20	****	18 km/24 km		180,00€	220,00€	8 / 12-100
Ambra Palace Via Principe Amedeo, 267	****	22 km/28 km		195,00€	229,00€	2 / 18-70
Atlantico Via Cavour, 23	****	19 km/25 km		185,00€	200,00€	2 / 20-35
Boscolo Exedra Piazza della Repubblica, 47	*****	22 km/28 km		350,00€	380,00€	-
Camelia Via Goito, 36	***	21 km/27 km		170,00€	200,00€	1 / 40
Columbia Via del Viminale, 15	***	20 km/26 km		184,00€	201,00€	-
Dei Congressi V.le Shakespeare, 29	****	15 km/21 km		158,00€	194,00€	6 / 20-220
Diana Via Principe Amedeo, 4	****	21 km/27 km		230,00€	260,00€	2 / 10-70
Genova Via Cavour, 33	****	18 km/24 km		230,00€	260,00€	-
Grand Hotel Palatino Via Cavour, 213	****	19 km/25 km		230,00€	310,00€	4 / 8-200
Massimo D'Azeglio Via Cavour, 18	****	19 km/25 km		205,00€	225,00€	1 / 180
Mediterraneo Via Cavour, 15	****	19 km/25 km		220,00€	245,00€	3 / 30-70
Milton Via E. Filiberto, 147/155	****	18 km/24 km		220,00€	260,00€	-
Quirinale Via Nazionale, 7	****	20 km/26 km		205,00€	245,00€	4 / 20-250
Radisson SAS Via F. Turati, 171	****	22 km/28 km		235,00€	265,00€	4 / 20-500
Rex Via Torino, 149	****	21 km/27 km		189,00€	220,00€	4 / 6-40
Sheraton Golf V.le Parco de' Medici, 165-167	****	5 km/11 km		239,00€	262,00€	33 / 50-550

PLEASE NOTE:

- All prices are vat, taxes, and continental breakfast included;
- All the hotels are located in city centre area along the B-Line Metro (the easier way to reach FR1 Railway – direct link to Nuova Fiera) except for Sheraton Golf which is located in the Convention Area (5km);
- The rooms are reserved during the EuMW2009 days, extra nights are available on request only.



Conference services

Hotel choice:
 (Hotel name or category)

N° of meetings:
 (single session, parallel sessions, etc)

Date/s:
 (dd/mm/yyyy)

N° of people:



Social events

N° of people:

Date/s:
 (dd/mm/yyyy)

Event style
 (formal, informal, folk)

Budget



Transportation

Private cars with driver, minivans, minibuses and coaches.

Type ¹	N° Pax	From	To	Date (dd/mm/yy)	Time (hh.mm 24hrs)	Service ²
.....
.....
.....
.....

¹ **Type of services:** Please specify the code
 CD = Private car with driver (from 1 to 3 pax)
 MV = Minivan (up to 8 pax)
 MB = MiniBus (up to 16 pax)
 TC = Coach (up to 54 pax)

² **Services:** Please specify the kind of service
 FD = Full day (10 working hours)
 HD = Half day (5 working hours)
 ST = Single transfer





City tours

Here is just a short extract of our tours proposal.

All tours are fully customizable. For more details don't hesitate to contact us.

Half day tours

HD-1 Tour of Ancient Rome (€36,00)



Dig into the history of the Roman Empire

An itinerary through the main places symbol of the town. Go back in time discovering the **Colosseum**, the **Constantin Arch** and the **Imperial Forum**, an area rich of historical memories. Reach the **Capitol Hill** to admire a spectacular overview on the Roman Forum and go on to Piazza Venezia, Teatro Marcello, Bocca della Verità, Circo Massimo and Piramide Cestia.

HD-2 Vatican City (€58,00)



Don't get lost in the crowd to visit the Vatican Museums

A fascinating itinerary to discovery art, history and religion of the smallest state in the world. Don't get lost in the crowd to visit the **Vatican Museums** and discover with us its precious masterpieces and the magnificence of the **Michelangelo's Sistine Chapel**. On the way visit **S. Peter's Church**, known all over the world as the representative monument of Christianity.

HD-3 Catacombs and walk along the Appian Way (€58,00)



A fascinating tour to discover crypts and catacombs

This fascinating tour takes you along the **Queen of Roman Consular street**, where rich patricians ordered the building of their **tombs** and **mausoleums**. Through the first part of the Appian Way we reach the catacombs of Domitilla or St. Callixtus or St. Sebastian. Before entering the Appian Way visit the **Basilica of San Giovanni in Laterano** with the relics of the Saints Peter and Paul, preserved in precious silver boxes.

HD-4 Tour City Walking (€43,00)



A truly feast for your eyes!

This walk is truly a feast for your eyes. Discover the heart of **Jewish Rome** with its curious and interesting mix of styles. From the old ghetto go on to the nearby **Campo dei Fiori** and its picturesque market. The name probably comes from the old flower field that grew up here during the Middle Age. Through the nearby streets where the artisans and the merchants had their stalls, we reach the **Palazzo Spada**, where Borromini built the famous Perspective Museum during the 1600. Here a fine **tromp l'oeil** will shock you. Go on **Piazza Farnese**, with its spectacular scenario created by Palazzo Farnese, one of the most beautiful palaces built in '500. Finally the breathtaking **Pantheon** and Piazza **Navona**.

HD-5 Ostia Antica (€54,00)



An experience through the aspects of roman daily life

Leaving Rome and following the sea road, it takes about 30 minutes to reach Ostia, the Roman city of the Imperial Age, situated at the mouth of the Tiber river. Ostia was founded around the 4th century B.C. by King Anco Marzio and became the harbour of Rome. Through the following centuries a flourishing trade and business centre developed, until after the Barbarian invasions, when the port was abandoned and silted up heralding the decline of Ostia. The archaeological excavations undertaken at the beginning of the 14th century have brought the ancient city back to life.

HD-6 Sightseeing Tour (€41,00)



Don't miss to go on a panoramic tour of Rome

Sitting comfortably in a deluxe coach, we will follow a charming itinerary, discovering the main monuments of the city of Rome.

The tour can be fully customized and stops can be programmed upon request.



Supported by **IEEE** **MTT-S**

European Microwave Week 2009
 Nuova Fiera di Roma, Rome, Italy
 28 September through 2 October 2009

EuMA
 European Microwave Association

HD-7 Through the Roman Hills (€45,00)



Escape the buzz of Rome

An opportunity to leave the metropolis and immerse yourself in the natural and artistic beauty of the region of the Alban hills, where the ancient patrician families used to build their summer villas. The itinerary includes the visit of Frascati, worldly known for its white wine, Grottaferrata, Rocca di Papa and Nemi, picturesque town with overview on the lake. Last stop in Castelgandolfo. The tour includes lunch break in a typical 'fraschetta', an old inn where you can taste wines and regional products such as home made bread, salami, cheese and cakes.

HD-8 Tivoli Villas (€59,00)



Visit the splendid Villa Adriana & Villa d'Este

This itinerary allows us to visit and compare two splendid villas from two different ages. Begin with Villa D'Este, a sumptuous Renaissance residence built by the cardinal Ippolito d'Este. Wander around the gardens and fountains and admire the panorama towards the Eternal City. Continues the excursion visiting Villa Adriana, designed and built by Emperor Hadrian in the 2nd-century. Inspired by his globe-trotting, the estate includes theatres, baths, temples, fountains, libraries, and palaces. The tour includes lunch break in a typical restaurant.

Full day tours

FD-1 Capri & The Blue Grotto (€155,00)



Discover the "Pearl of the Mediterranean"

This full day tour to Capri, in the Gulf of Naples, is a **must** for any visitor to Italy! Begin the journey travelling in a southerly direction along the "Highway of the Sun" crossing the fertile Roman countryside. Once arrived in Naples you will embark to Capri, where you will visit by motorboat the Blue Grotto where sunlight passes through an underwater cavity and shines through the seawater, creating a blue reflection that illuminates the cavern (should this trip fail visit to the Faraglioni). On the way back visit Anacapri, a tiny and picturesque Mediterranean-style village with a wonderful view on the whole Gulf of Naples. The tour includes lunch break in a typical restaurant.

FD-2 Naples and Pompeii (€117,00)



Discovering Pompeii

Leave Rome along the Autostrada del Sole southwards. Halfway to Naples, the Abbey of Montecassino, completely rebuilt after the total destruction in the Second World War, can be seen high up on the hill to our left. After a short sightseeing, on the way to Pompeii stop for a visit to an ancient cameos and coral factory in Torre del Greco. Then lunch and visit of the excavations, at the end of the visit continue to Rome with arrival at the hotels or nearest point at about 8.30 pm.

Tours Request Form:

Tour Code	N° Pax	Pick-up from	Date (dd/mm/yy)	Special Requests
.....	__/__/__
.....	__/__/__
.....	__/__/__
.....	__/__/__
.....	__/__/__



Hostess service

Hostess for stand assistance N° Date (dd/mm/yy): ___/___/___

Hostess for social events assistance N° Date (dd/mm/yy): ___/___/___

Hostess assistance Full Day N° Date (dd/mm/yy): ___/___/___



Other requests:

.....

.....

.....

If you wish to receive an estimate of costs, please fill in the form and send it via email or fax to **DGMP Group**

Via A. Gozzini 4
 56121 Pisa - Italy
 Phone: +39.050.981264 – Fax +39.050.981264

Contact persons:

Mr. Gilberto Fumarola gfumarola@dgmp.it
 Ms. Graciela Stiavetti gstiavetti@dgmp.it

Date: Signature:

NOTES:

.....

.....

.....

.....

