

Meeting Venue Information

The 2014 CSLF Annual Meeting is being hosted by the Energy Department of Poland's Ministry of Economy, and the meeting venue will be in Warsaw at the Ministry building (pl. Trzech Krzyży 15/17). **Please arrive approx. 45 minutes prior to the start of the meeting, to allow time for passing through security.**

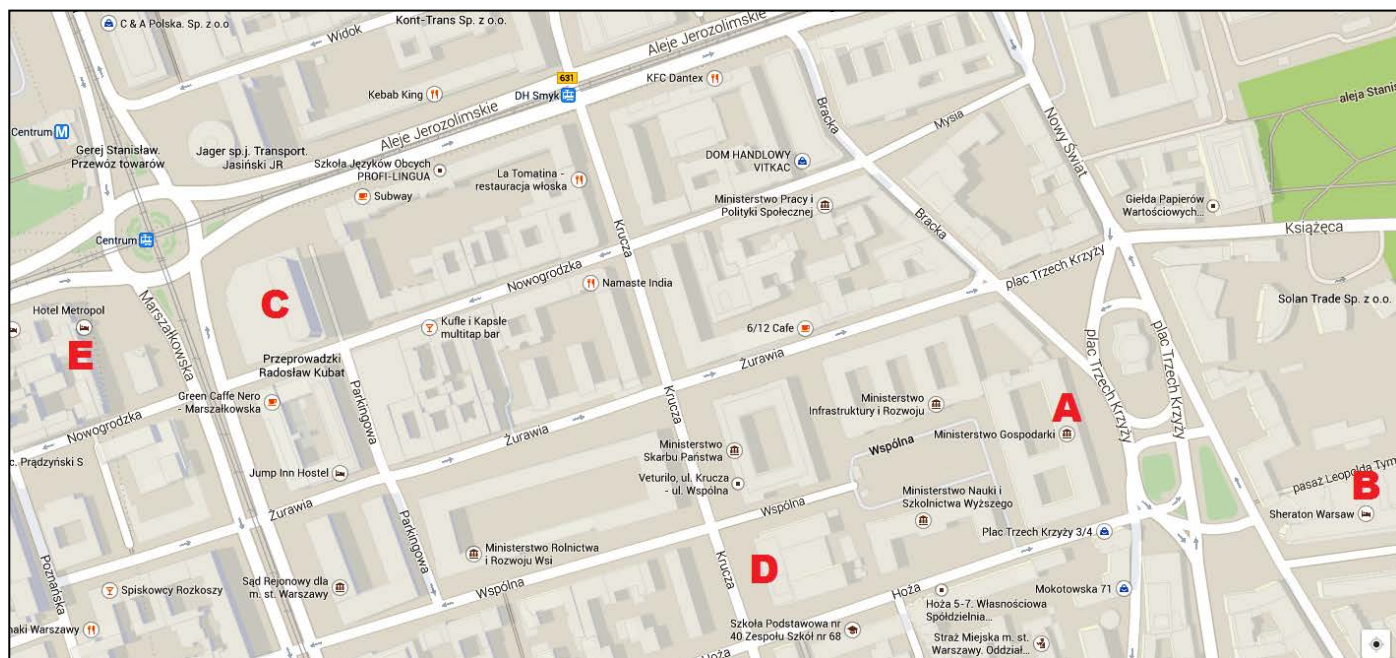


MINISTERSTWO
GOSPODARKI



The following nearby hotels have been recommended for meeting attendees:

- **Sheraton Warsaw** (ul. Bolesława Prusa 2, 00-493 Warsaw). Tel: +48 22 450 6100. www.sheraton.pl/en. Special rate available (see below).
- **Novotel Warszawa Centrum** (ul. Marszałkowska 94/98, 00-510 Warsaw). Tel: +48 22 596 0000. Special rate available (see below). www.accorhotels.com/gb/hotel-3383-novotel-warszawa-centrum/
- **Mercure Warszawa Grand** (ul. Krucza 28, 00-522 Warsaw). Tel: +48 22 583 2100. <http://www.mercure.com/gb/hotel-3384-hotel-mercure-warszawa-grand/index.shtml>. Special rate available (see below).
- **Metropol Warsaw** (ul. Marszałkowska 99a, 00-693 Warsaw). Tel: +48 22 31 82 888. www.hotelmetropol.com.pl/. Special rate available (see below).



- A Ministry of Economy
- B Sheraton Warsaw Hotel
- C Novotel Warszawa Centrum Hotel
- D Mercure Warszawa Grand Hotel
- E Metropol Warszawa Hotel

100 meters



Formularz Rezerwacyjny / *Hotel Reservation Form* – Booking number: **13267566**

26.10.2014

Pokój jednoosobowy 280 PLN za dobę
Single room 280 PLN per night

Pokój dwuosobowy 320 PLN za dobę
Double room 320 PLN per night

Pokój dwuosobowy (twin) 320 PLN za dobę
Twin room 320 PLN per night

27-30.10.2014

Pokój jednoosobowy 450 PLN za dobę
Single room 450 PLN per night

Pokój dwuosobowy 522 PLN za dobę
Double room 522 PLN per night

Pokój dwuosobowy (twin) 522 PLN za dobę
Twin room 522 PLN per night

Cena zawiera śniadanie, nie zawiera 8% VAT / *Prices include breakfast, exclude 8 % VAT*

Nazwisko / *Surname*: _____ Imię / *First Name*: _____

Druga osoba / *2nd Person in double/twin room*

Nazwisko / *Surname*: _____ Imię / *First Name*: _____

Firma / *Company*: _____

Adres / *Address*: _____

Nr telefonu / *Phone*: _____ Fax / *Fax*: _____

Data przyjazdu / *Arrival Date*: _____ Data wyjazdu / *Departure Date*: _____

Ilość nocy / *No of nights*: _____

Pokój dla palących / *Smoking Room please*

Pokój dla niepalących / *Non-Smoking Room please*

Specjalne życzenia / *Special requests*: _____

Nr karty kredytowej / *Credit Card Number*: _____ Data ważności / *Exp. Date*: _____

Rodzaj karty kredytowej / *Credit Card Type*: _____

Numer karty kredytowej służy tylko do zagwarantowania rezerwacji i karta nie zostanie obciążona do chwili przyjazdu. Wyrażam zgodę na obciążenie karty równowartością 1 doby zakwaterowania w przypadku niedojazdu lub nieodwołania rezerwacji.

The credit card number given is to guarantee my booking and my account will not be debited until my departure. I agree that in case of non – arrival on the confirmed date, or cancellation I will be charged for a one night's accommodation.

Podpis / *Signature*: _____ Data / *Date*: _____

Cena zakwaterowania dotyczy tylko uczestników konferencji i potwierdzana będzie w zależności od dostępności.

The rate offered is only available to registered delegates of the above meeting and are strictly subject to availability.

Proszę o wypełnienie formularza i odesłanie go faxem na nr: +48 22 450 6901 do dnia 12.10.2014. Anulacja bezkosztowa do 12.10.2014.

PLEASE FILL IN THIS FORM AND FAX IT TO +48 22 450 6901 by 12.10.2014. Free cancellation till 12.10.2014.

Point of contact at the Sheraton Warsaw: anna.rucka@sheraton.com

CONFIRMATION BY THE HOTEL

We are pleased to confirm the above reservation

Confirmation number:

DATE:

SIGNATURE:

NOVOTEL WARSZAWA CENTRUM BOOKING FORM



WARSZAWA CENTRUM

United States Energy Association Warsaw, 26th October – 31st October 2014

Please complete this form and send back to Novotel Centrum Reservation Department
Reservation Department: fax: +48 22 596 01 25, e-mail: H3383-RE5@accor.com

Name:

Business Address:

TEL: FAX:

E-mail:

Arrival Date: Departure Date:

Type of room /please mark/ :

single standard:	<input type="checkbox"/>	double standard:	<input type="checkbox"/>
single superior:	<input type="checkbox"/>	double superior:	<input type="checkbox"/>
Junior Suite:	<input type="checkbox"/>	Executive room:	<input type="checkbox"/>

Please be advised that above reservation has to be guaranteed. Filling of below form is obligatory. Reservation might be cancelled without any charges 3 working days before arrival. In case of no-show, amount corresponding to one night stay will be charged to guest credit card.

Credit card : Validity date :

Credit card number:

Please guarantee above reservation with my credit card. I acknowledge terms of reservation.

.....
(signature of credit card owner)

SPECIAL OFFER

To get below rates, please make a reservation (by filling and sending this form to the hotel)
until 05.10.2014
After that date Hotel will be confirming reservations on request based on availability.

Standard single room - 369 PLN + 8% tax
Standard double room - 399 PLN + 8% tax
Superior single room - 419 PLN + 8% tax
Superior double room - 499 PLN + 8% tax
Executive room - 559 PLN + 8% tax

Rates apply to one room/night, are inclusive of buffet breakfast, Internet access in room and access to the hotel Wellness Centre located on the 31st floor.

Hotel address:
Novotel Warszawa Centrum
00-510 Warszawa, ul. Marszałkowska 94/98
tel.: +48 22 596 01 20, fax: +48 22 596 01 22
e-mail: H3383-RE5@accor.com

Date:

Signature:

up to **40%** off your stay FROM 1 NIGHT

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0871 663 0627** **10p per minute plus network extras Help and contacts

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Mercure HOTELS

ROOM MEETING

Destination: 3384

Arrival date: 12/11/2014 Departure date: 15/11/2014

Or 3 night(s)

Room(s): 1 Adult(s): 1 Child(ren): 0

Loyalty or membership card number

Business travellers with a contract

More criteria (facilities, etc.)

Services:

- Restaurant
- Internet access
- Air conditioned
- Swimming pool
- Car park
- Meeting room
- Sustainably certified
- Well-being

Preferential code: NBP14

Budget (Average price/night)

How to make on line reservation using preferential code

DOE CSLF

Dates: 26-30.10.2014

Preferential code: CSLF1

1. Go to www.mercure.com
2. Enter **3384** in „Destination” field
3. Select the dates of your stay between **26.10.2014-01.11.2014**
4. Enter number of rooms & adults
5. Expand „More criteria „ selection by clicking **+**
6. Enter code: **CSLF1** in „Preferential code” field
7. Proceed by clicking „Search” button & follow further instructions

In case of failure please contact us directly

Reservation Department

Email: h3384-re@accor.com

Phone: +48 22 5832110

Standard Single room: 400 PLN including VAT tax and Breakfast (rates in \$ = +/- 124,50 \$ depends on currency exchange for the date of the event*)

Standard Twin/Double room: 430 PLN including VAT tax and Breakfast (rates in \$ = +/- 133\$ depends on currency exchange for the date of the event*)



MDM HOTEL



POLONIA PALACE HOTEL



METROPOL HOTEL

Company: United States Energy Association	Company: Metropol Hotel
Att: Mr Anthony Bitonti	From: Justyna Hrywniak
Group name: DOE/CSLF 2014	Date: 16.09.2014

Dear Sir,

Thank you for choosing Metropol Hotel.

We have a great pleasure to confirm the following booking:

Date of arrival / departure	Number of rooms (single/double)	Single room rate	Double room rate
26/31.10.2014	26.10: 20 rooms 27.10: 40 rooms 28.10: 50 rooms 29.10: 50 rooms 30.10: 20 rooms	26-27.10: 230 PLN 27-31.10: 380 PLN	26-27.10: 230 PLN 27-31.10: 420 PLN

Above rates (in PLN per night) include accommodation, 8% VAT, Internet access and buffet breakfast.

The hotel services are accounted for in PLN. In case of cash - payment in foreign currency this will be converted to PLN at the rate prevailing at the date of departure according to the average published rate from the NBP (National Bank of Poland) for that day.

Our check in time is at 14.00 hrs and departure time at noon. Late check-out and early arrival are subject to availability and may be charged extra.

Booking conditions:

1. The booking and preferential rates are valid till 12.10.2014. Till this date guests can make their booking using the key-word "**DOE/CSLF**".

2. The booking request should be sent in writing to Individual Reservation Department:

Metropol Hotel

E-mail: hotel.metropol@syrena.com.pl

Telephone: +48 22 31 82 888

3. Each guest should use the key-word "**DOE/CSLF**" when making their booking.

4. The guests are asked to make guaranteed booking. As a form of guarantee we accept credit card details (number / expiry date / holder's name) or 100% prepayment.

5. Rooms can be cancelled without any charge till up to 7 days prior to arrival. For any cancellation after this date guest will be charged for the whole stay.

Please do not hesitate to contact me if I can be of any assistance.

Thank you very much for choosing our Hotel.

Best regards,

Justyna Hrywniak
Group Sales Manager





MDM HOTEL



POLONIA PALACE HOTEL



METROPOL HOTEL

Central Sales & Marketing Office

Al. Jerozolimskie 45

00-692 Warsaw, Poland

Direct: +48-22-3182-814

Fax: +48-22-3182-819

E-Mail: justyna.hrywniak@syrena.com.pl

MEMBER OF

WORLDHOTELS 

CENTRALNE BIURO REZERWACJI / CENTRAL RESERVATION OFFICE

Al. Jerozolimskie 45, 00-692 Warszawa; Tel.: 48 (0) 22 31 82 888; Fax: 48 (0) 22 31 82 889

E-mail: centralreservation@syrena.com.pl, www.poloniapalace.com, www.hotelmdm.com.pl, www.hotelmetropol.com.pl