

## HOTEL ROOMS BOOKING

The Foundation for the Institute of Oncology Research (IOR) and Amiconi Consulting SA have renewed their collaboration for the 18th ICML edition.

As usual, Amiconi Consulting SA has blocked for participants of the congress an allotment of rooms in hotels of different prices, categories and locations.

Kindly notice that hotel room bookings for groups of more than 8 persons will guarantee registration for the 18-ICML only if the reservation is made through Amiconi Consulting: in the event of a restriction on the number of participants, those who have booked through Amiconi Consulting will have the priority to register.

### PROCEDURE

Hotel room booking procedure approved by the ICML organizing committee for the 18-ICML to be held in Lugano in June 2025:

1) from October 9<sup>th</sup>, 2023, to October 22<sup>nd</sup>, 2023–PREBOOKING FORMS COLLECTION/GROUPS ONLY

From October 9th, 2023, groups are invited to contact Amiconi Consulting by sending an email to [info@amiconiconsulting.ch](mailto:info@amiconiconsulting.ch) and request the prebooking form and the list of hotels availability.

Completed prebooking forms have to be sent back to Amiconi Consulting within October 22nd, 2023. Incomplete forms or forms received after the indicated date won't be considered for the first allocation of rooms (point 2).

Groups are kindly asked to specify any compliance limitations regarding budget or hotels' star rating or any other criteria that the contracting company has to observe.

Agencies booking on behalf of a third party have to provide an accreditation letter stating that they are entitled to operate on behalf of the client company.

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2) from October 23<sup>rd</sup> 2023, to November 11<sup>th</sup>, 2023 –ALLOCATION OF PREBOOKINGS/GROUPS ONLY

Amiconi Consulting will work on all the collected prebooking forms and prepare the offers to submit to all those clients who sent a valid prebooking form in due time.

The offers will be made taking into account different factors, e.g. the economic commitment of companies during the previous conference (list provided by the Conference secretariat), the number of rooms and the category of hotels required, the various company's compliance limits and the entirety of the requests received.

After the proposal, clients will be asked to accept or refuse the offer within 14 days. Once the final offer will be accepted, a contract will be sent to finalize the booking, which will have to be signed within a week.

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***IMPORTANT: kindly notice that not all requests might be satisfied in full and that sending the prebooking form in due time will NOT guarantee that all the desiderata will be accomplished. All requests received prior to October 22<sup>nd</sup> will be considered equally. As everybody knows Lugano has a limited hotel availability and most of the clients wish to stay in the same hotels. Amiconi Consulting will propose the best possible offers according to the best possible solutions which will allow to satisfy, at least partially, everybody as much as possible.***

During this period no other requests or prebooking forms will be accepted and taken into account. Groups who will not have submitted their request on time will have to wait until November 12th.

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**3) From November 12<sup>th</sup>, 2023, onwards - OPENING OF GENERAL BOOKINGS**

The selling process will be opened to everybody, individuals and groups, a full list of the hotels still available with rates and further details will be sent to the clients who will contact Amiconi Consulting and the requests will be processed on a first come first served basis.

!! The above procedure is valid only for groups; individual guests cannot submit any prebooking form, the deadline they have to refer to is November 12<sup>th</sup>, 2023.