**Order form for pre-paid Travel and Hotel**

**Please send this form to:** **eea@figamegroup.com**

**(For telephone service** please **call +30 210 639 9108 (chargeable number)**, 24H emergency number (after hours 08:00-18:00 CET) +30 694 974 5646 (chargeable number)).

**IMPORTANT:** Please liaise with your IT department to ensure that the domains figamegroup.com is on your whitelist.

 This could avoid possible difficulties with the delivery of emails to/from our travel agency FIGAME. Thank you!

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **C:\Users\paulo\Downloads\image007.png** | **MEETING INFORMATION** |  |  |  |  |  |  |  |
| **\* Meeting title** |
| Eionet Communications Group annual meeting for West Balkan countries |
| **\* Meeting place** | **\* Meeting date and time** |
| EEA premises | From: 07/09/2023 09:00:00 To: 08/09/2023 13:00:00 |
| **\* EEA organizing unit** | **\* EEA contact** | **\* Meeting number** | **\* Project code** |
| COM2 | Ahmet GÖKTAS | 23-86-NO-IPA3 | 6.2.5 |
| **C:\Users\mppinto\Downloads\Test2\images\Passenger.png** | **TRAVELLER INFORMATION** |  |  |  |  |  |  |  |
| \* Last name (as in passport) |  |
| \* First name (as in passport) |  |
| \* Gender | Male [ ]  Female [ ]  |
| \* Traveller’s organization’s  name & address |  |
| \* Nearest airport or train station to traveller’s organization |  |
| \* E-mail |  | \* Telephone  |  |
|  Frequent flyer card number (1) |  | Do you require check-in luggage? (2) | Yes [ ]  No [ ]  |
|  Comments |  |
|  | **TRAVEL ITINERARY** |  |  |  |  |  |  |
| **\* Date** | **\* From** | **\* To meeting place** | **\* Morning/noon/afternoon/evening?** |
|   |   |   |  |
| **\* Date** | **\* From meeting place** | **\* To**  | **\* Morning/noon/afternoon/evening?** |
|   |   |   |  |
|  | **HOTEL RESERVATION** |
| **\* Hotel Reservation Required?** | **\* Check in date** | **\* Check out date** |
| Yes [ ]  No [ ]  |   |     |
| **Breakfast**: Yes [ ]  No [ ]  |  |  |

\* **Mandatory fields**

1. Frequent flyer programme(s) can be applied.
2. If you require check-in luggage, a single piece of standard check-in luggage will be included.

**Please e-mail this order** **no later than 10 days before departure**. You will receive confirmation of your reservation including itinerary and issuance deadline. EEA settles the invoice directly. Please be aware that your economy ticket may be restricted e.g. in terms of change and/or cancellation of the reservation.

P*For all air travel paid by the EEA and arranged by its travel agency FIGAME, CO2 emissions will be offset under a contract with the Agency’s offsets retailer.*

European Environment Agency

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