

# Media Accommodation Regulation



## Context

The Organizing Committee contracted with hotels to ensure accommodation to accredited populations, in quality hotels and closely to competition venues. This contracting only concerns accreditation holders and runs from 2014, August 23<sup>rd</sup> (in) to September 8<sup>th</sup> (out)

The Housing Bureau MCI is in charge of operational management of bookings . It is your only contact if you want to book your accommodation in the hotels contracted by the OC.

They can also manage additional services such as transportation, meeting rooms, ...

## Media's Hotels

4 hotels are dedicated to media, located in Caen agglomeration, with different range of category and price.

## Booking Process

Individual booking (1 to 5 rooms) and payment through the online portal:

<https://b-com.mci-group.com/Registration/JEM2014/MEDIA.aspx>

Group booking (6 rooms and more ) by filling in the attached form and contacting the Housing Bureau.

Requests for accommodation before 2014, August 23<sup>rd</sup> and after September 7<sup>th</sup> are on request , according to hotel availability, by contacting the Housing Bureau

## Terms and conditions

	Individual: 1 to 5 rooms		Groups: 6 rooms and more	
Dates	Payment Schedule	Cancellation Policy % of initial booking	Payment Schedule	Cancellation Policy % of initial booking
Booking confirmation	100%	To 2014, April 1st : cancellation will be invoiced 30% of booking amount.	60%	To 2014, April 1st : Possibility to cancel up to 15% of your room block, divided up on the whole period
02/04/2014		From 2014, April 2 <sup>nd</sup> : The entire allotment booked will be due. Cancellation will be 100% invoiced.		40%

## Contact

Accommodation :

**Housing bureau WEG 2014**

[hotels.normandie2014@mci-group.com](mailto:hotels.normandie2014@mci-group.com)

Phone: +33 (0)1 70 39 35 59 / Fax: +33 (0)1 53 85 82 83

Additional services (meeting room, gala dinner, tours...):

[services.normandie2014@mci-group.com](mailto:services.normandie2014@mci-group.com)