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**ANNEX 5**

HOTEL RESERVATION FORM

Please use **CAPITAL** letters

Family Name: …………………………………………………………………………………………………………………………………………………………………

Given Name: …………………………………………………………………………………………………………………………………………………………………

Title/Function: ………………………………………………………………………………………………………………………………………………………………..

Name of Organization/Company: ………………………………………………………………………………………………………………………….……..

Office Address: ………………………………………………………………………………………………………………………………………………………………

Town: ………………………………………………………… Country: ………………………………………………………………………

Telephone Number(s): …………………………………………………………………………………………………………………………………………………..

Fax Number(s): ………………………………………………………………………………………………………………………………………………………………

E-mail: …………………………………………………………………………………………………………………………………………………………………………...

Date of arrival: ………………………………………………………… Time of arrival by **Train/flight** ……………………………………………………

Date of departure: ……………………………………………………Time of departure by **Train/flight** ……………………………………………..

Hotel Name:……………………………………………………………………………… ……………….………………………………………………………………….

Room Category…………………………………………………………………………………………….………………………………………………………………….

Date…………………………………………………………….. Signature…………………………………………………………………………

*To book a room in the MTUCI university hotel, please submit the registration form duly filled out (Annex 2) to Mr. Mikhail Lokhvitsky, Assistant Professor of the Institute of Upgrade Qualification of MTUCI via fax: +7 499 192 85 51 or email:* [*msl2@mtuci2.ru*](mailto:msl2@mtuci2.ru) *by* ***24 October 2014.***