**DEPARTURE FORM**

**INSERT EVENT LOGO**

|  |  |
| --- | --- |
| If all current information below is correct, tick the box: |  |

If not, please fill in this form with any corrections to the travel details that were entered in the online registration plateform.

|  |
| --- |
| **First and Last Name:** |
| **Category/subcategory:** |
| **Organisation:** |
| **Country:** |

|  |  |
| --- | --- |
| ***Current information*** | ***Corrections*** |
| **Pickup location:** |  |
| **Departure date and time:** |  |
| **Flight Number:** |  |
| **Terminal:** |  |
| **Destination:** |  |
| **Information about Poles, massage table, etc.** |  |
| **Further Information:** | |
|  | |
| Any changes must be reported to the information/transportation desk **at least 48 hours** prior to the scheduled departure. Information about departure time from the hotel will be displayed at least 24 hours before departure in each hotel. | |
| **Please return the form to the Information/Transportation Desk at your hotel.**  **Thank you!** | |

**Confirmed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**