

## Credit card authorization for late arrival guarantee

Late arrival after 6 pm for hotels Original Sokos Hotel Puijonsarvi and Hotel Cumulus City Keskusta Kuopio

Please fill in this form, save it to your computer and send it to Aboa Congress and Event Services via Securedmail system (please see instructions on the next page).

Name(s) of participant(s):

Name of the conference I (we) will attend:


I hereby authorize the Aboa Congress and Event Services to forward my credit card details to the hotel in order to guarantee hotel accommodation for late arrival. The hotel will charge the card only in case of late cancellation or no-show.

Visa

Eurocard

Mastercard

Credit card number

Expiry date (mm/yy)

Name as it appears on the card

Card holder's address


Date \_\_\_\_\_

Signature \_\_\_\_\_

## How to use Securedmail system

Here's how to send an e-mail to the Aboa Congress and Event Services via the securedmail:

- 1) Fill in the credit card authorisation form and save it to your computer
- 2) Go to <https://www.securedmail.eu/message/info@aboaservices.fi>
- 3) Type your own e-mail address in the field "Sender's e-mail address"
- 4) Type the subject, message and attach the filled in "credit card authorisation" form that you have saved to your computer
- 5) Repeat the password OR create your own (there must be the same password in both password fields!)
- 6) Click "Send"
- 7) You will receive a confirmation request from the Securedmail server to the e-mail address you've given on the page. You will have to confirm the secured mail by clicking the link in the message. The message will not be sent to us until you have clicked the confirmation!

Note! If you do not receive the confirmation request, kindly check your junk mail box.