

International Meeting Centre of sciences in Potsdam (IBZ)

Room reservation for IBZ Potsdam:

to be filled in by guest or her/his mentor

Name, nationality and address of the guest and the family members travelling with her/him	
Title:	_____
Name:	_____
First name:	_____
Date of birth:	_____
Nationality:	_____
Home address:	_____

Probable renting time	from:	to:
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Wanted size / kind of accommodation:		
<input type="checkbox"/> 1-room-flat	<input type="checkbox"/> 2-room-flat	<input type="checkbox"/> 3-room-flat
<input type="checkbox"/> 4-room-flat	<input type="checkbox"/> 1 room in a flat to be shared with others	

<input type="checkbox"/> Name of mentor	_____
Faculty / Institute	_____
Contact address	_____
Phone number	_____

Financing institution	_____
Health insurance	_____

Signature of registering mentor

Here are some regulations the guests of the IBZ are kindly asked to observe:

The renting contract should be concluded either 14 days in advance or on the day of moving in. Please note that you have to deposit a commission, ie one monthly rent.

For any details regarding accommodation please contact
Mrs.Carolin Switala: Phone number 0331 / 580 2750

The guest or her / his mentor are kindly asked to inform the IBZ immediately of any changes concerning the conditions of this contract.

The reservation is only valid for the registered guest/guests. Should the registered guest wish to accommodate any other person in her / his flat / room – even though only temporarily - the guest will have to ask the permission of the IBZ.

If you want to find out any further details or should there be problems,
please contact the staff members of IBZ. They will most gladly help you or give advice.

We wish you a nice stay in our house.

i.A. Carolin Switala