



COMMENCEMENT REPLY FORM FOR ALUMNI

Name _____

Address _____

Work phone _____ Home phone _____

E-mail _____

ALUMNI NECKAR CRUISE SECURITY NOTICE

Due to the recent increase in security risks, the force protection staff associated with the U.S. Forces in Heidelberg, Germany, recommended the cancellation of the UMUC Alumni Neckar Cruise. In the interest of the safety of our graduates and guests, UMUC-Europe regrets to announce the cancellation of the cruise on Saturday, 26 May. We sincerely apologize for any inconvenience this may cause. Graduates and guests may still want to take advantage of the many other leisure activities offered in the area. UMUC wishes you a memorable and safe weekend.

COMMENCEMENT

Heidelberg, Germany

Seating for guests will begin at 1230 and end at 1345. **Seating is limited to invitee and one guest.**

Date Sunday, 27 May 2007

Time Begins exactly at 1400

Location Village Pavilion Ballroom, Patrick Henry Village

- I will attend the Commencement ceremony.
- I will be bringing one guest to Commencement.

Important! Due to the present level of security on U.S. military installations in Europe, all persons without valid identification cards (U.S. military, CAC, or DOD) must present their passports and tickets to enter Patrick Henry Village. Please complete and return this form with the security questionnaire, if needed, by fax to +49-(0)6221-378300, e-mail edlogistics@ed.umuc.edu, or mail to:

University of Maryland University College-Europe
Alumni Office
Unit 29216
APO AE 09102-9216



SECURITY QUESTIONNAIRE

The UMUC-Europe Commencement activities will be held on Patrick Henry Village, a military installation, and it will be necessary to show identification to gain admittance. Due to the present level of security on U.S. military installations in Europe, all persons without valid U.S. military ID cards must present their passports and tickets to enter Patrick Henry Village. In addition, we must provide a list of all attendees and guests who do not possess a U.S. military ID card.

If you or any of your guests are not U.S. military ID card holders, please complete the information below and return this form to the Logistics Office.

Name

Last Name, First Name	Date of Birth	Place of Birth
Nationality	Passport Number	Vehicle License Plate Number

Guest

Last Name, First Name	Date of Birth	Place of Birth
Nationality	Passport Number	Vehicle License Plate Number

Guest

Last Name, First Name	Date of Birth	Place of Birth
Nationality	Passport Number	Vehicle License Plate Number

Guest

Last Name, First Name	Date of Birth	Place of Birth
Nationality	Passport Number	Vehicle License Plate Number

Complete and return this form to the Logistics Office. **Please note:** If security information is not received by **17 May 2007**, you may be refused access to Patrick Henry Village. You may return this form by fax: +49-(0)6221-378311, e-mail: edlogistics@ed.umuc.edu. Thank you!

REGISTRATION FORM FOR ACCOMODATIONS

Commencement 2007

26th – 28th May 2007 – University of Maryland University College-Europe

Please complete the form and return to:

Convention & Visitors Bureau, Congress Service, P.O. Box 10 58 60, D-69048 Heidelberg

Fax: +49 (0)6221/1422-22 or e-mail: *book@cvb-heidelberg.de*

For further information concerning your hotel booking, call: +49 (0)6221/1422-24 or 26

Last Name, First Name	
Company/Institute	
Country	
Street	
City (Code)	
Phone/Fax/E-mail	

I authorize the Convention & Visitors Bureau to make the following reservation in my name. To guarantee the reservation, I have provided my credit card information and understand that if necessary, it will be forwarded to the hotel. The reservation cannot be completed without this information.

1. Hotel Reservation including breakfast (Please fill in the number of rooms)

I will arrive by car yes no

Date of arrival: _____ Date of departure: _____ Nights: _____

Category	Single room	Double room	If my preferred category is not available, I will also accept a reservation in category: _____.
A. First Class	<input type="checkbox"/> _ 135,- to _ 200,-	<input type="checkbox"/> _ 150,- to _ 250,-	
B. Comfort Class	<input type="checkbox"/> _ 85,- to _ 135,-	<input type="checkbox"/> _ 105,- to _ 150,-	
C. Standard Class	<input type="checkbox"/> _ 65,- to _ 85,-	<input type="checkbox"/> _ 95,- to _ 105,-	

2. Airport transfer

Price per person: _ 64,- Frankfurt Int. Airport– Hotel Heidelberg – Frankfurt Int. Airport

Arrival _____ at _____ o'clock Flight no. _____ from _____

Departure _____ at _____ o'clock Flight no. _____ to _____

I have read and understand the General Terms and Conditions of the Heidelberg Convention & Visitors Bureau and accept these as binding. (See www.cvb-heidelberg.de)

I understand that my credit card information is necessary to complete the reservation and that my credit card is not being charged. The balance is due in full to the hotel upon arrival:

Credit card Mastercard Visa Amex

No. _____

Valid until _____ Card Holder _____

Payments will be made in Euros.

All information such as the confirmation of the hotel reservation will be sent to me from the Convention & Visitors Bureau within a few days.

City/town _____, date _____ Signature _____