

## National Federations Booking Procedures

Preliminary booking form  
(*through FINA GMS*) until April 1, 2015

Final hotel bookings and rooming list  
(*through FINA GMS*) until June 15, 2015

### Payment procedures:

50% payment until April 1, 2015

50% payment until June 15, 2015

### Cancellation policies:

before June 15, 2015 Any cancellations without penalties

June 16, 2015 – June 30, 2015 Cancellations will be penalized with a 50% charge of all cancelled reservations

from July 1, 2015 Cancellations will be penalized with a 100% charge of the cancelled reservations

**All cancellation fees will be calculated based on the last version of the signed proforma invoice.**

**Booking requests submitted after the abovementioned deadlines will be subject to room availability.**