



ESC HOTEL POLICY

Re: *ESC Congress 2025, 29 August – 1 September - Madrid, Spain.*

ESC has developed in close co-operation with the industry this hotel policy.

Group requests for the ESC Congress 2025 will be dealt with as follows:

1. Companies will be dealt with following the Accrued Point System List, which represents the points gained from active participation of companies over the last 4 years.
The assignment will start from mid-October 2024 for companies with points and handled by ESC.
The assignment of rooms for all other companies that have requested rooms taking into account the date of their request will be handled by our Official Housing Agent; BCO Congressos from early December 2024.

Companies can either submit a request for rooms themselves or have a travel agent represent them. In the latter case, a travel agent needs a written confirmation from the company it represents, stating that it is acting on behalf of this company and that it is the only agent to do so, as well as confirming the number of rooms requested.
2. A limited number of rooms have been blocked and support will be provided to those companies that have not managed to find suitable accommodation on the free market.
3. The contract and invoice will be sent to you directly by our Official Housing agent BCO Congressos.
4. There is no guarantee that requests for rooms can always be fulfilled in quantity or quality.

ESC HOTEL DEPARTMENT