

Dear Colleague

**XXXIV COSAC  
London – 9-11 October**

Hotel Bookings for COSAC

I am writing regarding hotel booking for the above conference. Unfortunately the booking cut off date has now passed. As the Conference is now less than a month away and London is very busy at this time of year, the hotels are no longer able to guarantee that bookings will be at the original rate offered.

The London Marriott County Hall is now **fully booked** and no further reservations can be accepted for this hotel. The Royal Horseguards Hotel will hold its rate for as long as possible, but this is **subject to availability at time of booking**. The City Inn is no longer able to offer the original rate. It will offer delegates the **best available rate** at time of booking. Therefore we do urge you to make your reservations as soon as possible – the sooner you do so the more likely it is that your booking will be at or near to the original rate advertised.

Booking forms for the Royal Horseguards and City Inn hotels are reattached for your convenience.

With best wishes and we look forward to welcoming you to London and the XXXIV COSAC.

Dorian Gerhold  
Clerk of the European Scrutiny Committee

13<sup>th</sup> September 2005