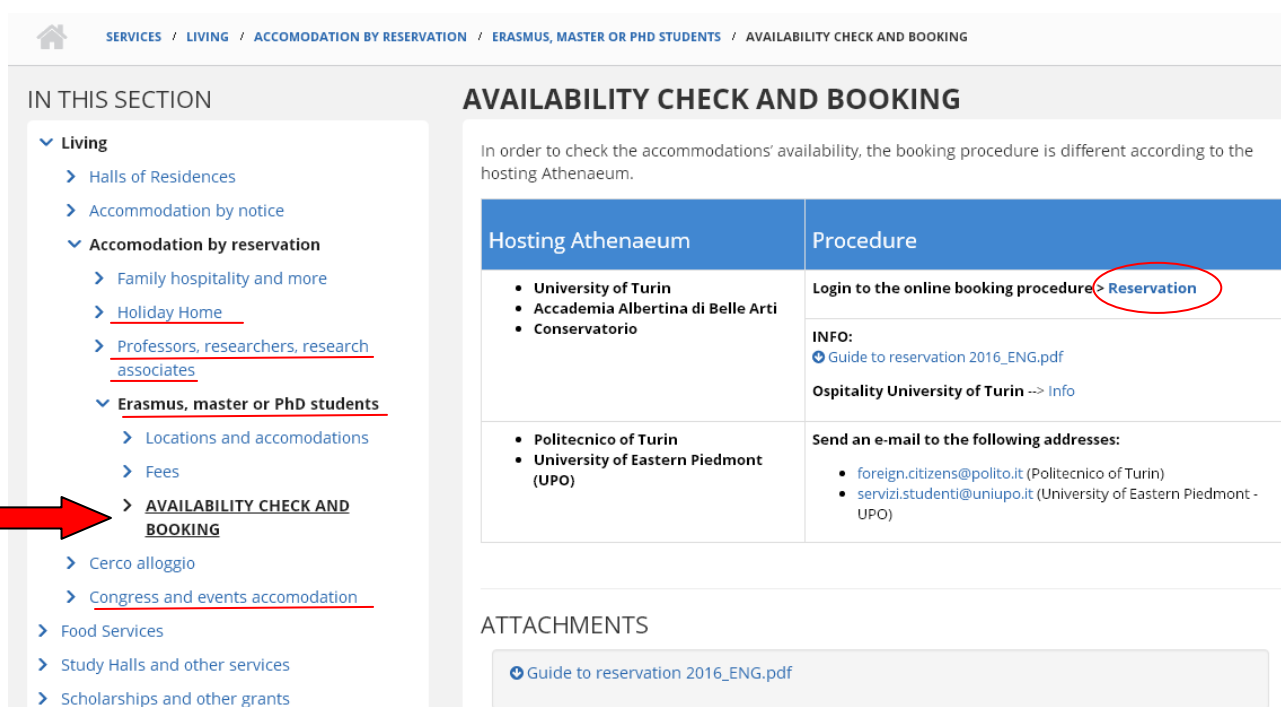# Accomodation by reservation EDISU Piemonte

Guide to reservation online

HOW TO BOOK

In the section **LIVING** of the website www.edisu.piemonte.it, in **Accomodation by reservation**, select your category (Professors, Researchers, Research Associates; Erasmus, Master Or Phd Students; Holiday Home; Congress and events accommodation) and then click on **Availability check and booking**. Click on "Reservation" in the box on top.

ONLINE BOOKING

You have to insert your ID code. In order to obtain it, you have to register to EDISU booking service. Click on **Register here**.

PERSONAL DATA TREATMENT

Accept the personal data treatment (read the code on personal data first), and click on "CONTINUE".

Ente Regionale per il diritto
allo Studio Universitario del Piemonte

Dear guest,
this registration allows you to access the online booking service.

In the next page you will be asked to type in:
- your personal data
- your e-mail address, corresponding to a mailbox registered to you
- you will choose a password composed of at least 5 characters (pay attention to the use of special characters, of BLOCK and small letters)
If the typed-in data are formally correct, you will receive your ID code at the specified e-mail address within 6 hours. Through this code you will be able to access the service.

Before proceeding please read the
INFORMATION IN COMPLIANCE WITH ART. 13, D.LGS 30/06/2003 N.196 "CODE ON PERSONAL DATA"

○ I read the information about personal data treatment
○ I did not read the information about personal data treatment

BACK   CONTINUE

EDISU | ENTE REGIONALE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO DEL PIEMONTE

YOUR PROFILE

Fill in all the fields. If you come from a foreign country, select "Outside Italy" in the *birth country* field. Insert your email and create a **log-in password** for your future accesses, then click on "SAVE AND CONTINUE".

After saving, a message will be displayed:

WITHIN 6 HOURS YOU WILL RECEIVE YOUR ID CODE AT THE SPECIFICATED E-MAIL ADDRESS.

Use the ID code sent to your e-mail and your chosen password to LOG IN.

LOG IN

Go back to the first page, clicking on "Back", and insert your ID code and password. Then click on "LOG-IN".

BOOKING SERVICE

a) USERS RELATED TO ACEDEMIA.

Click on "New single booking" or "New group booking" in the first section, "Università degli studi accommodation".

b) **PARTICIPANTS IN CONFERENCES AND EVENTS**

In the second section, "Congress accomodation", research the name of the conference/event you are going to attend, then click on "New booking".

c) **USERS NOT RELATED TO ACADEMIA**

In the third section, "Holidays house", click on "New booking".

INFORMATIONAL NOTE

Category (a) users will display this note. Read it and then click on "CONTINUE".

Ente Regionale per il diritto
allo Studio Universitario del Piemonte

Rel: 2013.A.2

OnLine Booking

This page is intended for Professors, Researchers, PhD students, Research fellows, research grant holders, master students, university staff taking part to activities, projects and exchange initiatives promoted by Università degli Studi di Torino.

Criteria to accept the inquiries

Once all the fields of the online inquiry have been filled in, Edisu will answer to it within 3 working days from the receipt, by sending either a cost quote or a communication about the lack of availability.

Inquiries will be processed on a first come, first served basis, granting a preference to long-term stays (at least one/two months). The quote sent by Edisu has to be considered as an option on the accommodation which has to be confirmed either by the guest (by undersigning the quote for acceptance) or by the university (by issuing an order form or other valid written commitment) within the deadline written at the bottom of the quote itself. Should the undersigned quote or the order form not be received by Edisu within the deadline, the booking will be cancelled without further notice. Otherwise Edisu will send proper booking confirmation.

In case of short-term stays (from few days to some weeks) the booking inquiry can be submitted 30 days before arrival only and the option has to be confirmed within 48 hours from receipt of the quote.

In the assignment of the residence hall, Edisu will consider the proximity to the place where the academic activity will be carried out.

CONTINUE

EDISU | ENTE REGIONALE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO DEL PIEMONTE   31/10/2017

INQUIRY STATE

Before going any further, **check carefully what documents you will need.** On "Guest's personal data" page, click on "online service", on the top-left corner, and then on "Check booking".

You will be leaded to "Inquiry state" page, that you can check any time you need to verify your booking procedure's status. All the documents you need are displayed under "Before filling in it is advisable send the following documents".

Go back to your booking procedure clicking on "Personal data" in the box on the left.

GUEST'S PERSONAL DATA AND RESIDENCE

Fill in with your personal data and then click on "SAVE AND CONTINUE".

ACADEMICAL DATA

If you belong to (a) category, "Users related to academia", this page will display. Fill in with your datas, then click on "SAVE AND CONTINUE".

DATA ABOUT YOUR STAY

Fill in the required datas about your stay in EDISU Residences. This page can be different in base of guest's category. Read carefully the conditions of stay and then click on "Accept". Then "SAVE AND CONTINUE".

Example of (a) category's page:

Example of (b) and (c) categories' page:

In this case, a new page will display, "Room details", in which you have to add datas about your stay. Please, tell us if you need a kitchen kit or if you are only booking for your stay. Then click on "SAVE AND CONTINUE".

PAYMENT

If you belong to (a) category, "Users related to academia", you will see this page, in which datas about the payment are requested. Select if the one in charge for it will be the **Guest** or the **Ateneo**, then add the datas related to your selection. At the end, click on "SAVE AND CONTINUE".

Your procedure should now appear like in the example:

In order to complete your request of stay, it's important to click on "SEND to EDISU".

This message will show: "Registration completed successfully: you will receive a quote by e-mail". Please remember to send us all the documents needed, to the e-mail ospitalita@edisu.piemonte.it. We will take charge of your request and send you a booking quote (see the next page). Click on "CONTINUE".

Your request is now over!

BOOKING QUOTE

In order to confirm your reservation, send us a signed copy of the quote WITHIN THE INDICATED DATE to: ospitalita@edisu.piemonte.it.

Your booking will be confirmed only after we will receive the signed copy of the quote. The payment for your stay should be done in the Residence, at the arrival.

Example of quote:

venerdì 28 luglio 2017

Preventivo per servizi di residenzialità/Quote for university residences

N° Preventivo/Quote N°   N° Richiesta/Request N°   Data inserimento/Request date

Ospite/Guest

RESIDENZA / RESIDENCE   Tipologia di camera/Room type   Soggiorno/Stay period

Servizio offerto/Service   N° persone/Person N°   Importo/Amount

Totale preventivo (IVA 10% inclusa) / Total amount

Il preventivo deve essere confermato entro il:
The quote has to be confirmed by:

Condizioni generali
Tale preventivo è da considerarsi un'opzione sulla camera che deve essere confermata a EDISU via e-mail a: ospitalita@edisu-piemonte.it o via fax al n.+390116531161 entro la data sopra indicata, firmando il preventivo stesso.
In caso di cancellazioni o di richieste di modifiche, esse andranno comunicate prima della data di scadenza del preventivo.
Per ogni prenotazione si richiede un deposito cauzionale tramite carta di credito. Non sarà effettuato nessun addebito al momento della prenotazione; il numero di carta di credito servirà solo per garantire la prenotazione. È pertanto indispensabile essere titolari di carta di credito. Accettate Visa e MasterCard.
Il preventivo è stato calcolato sulla base delle tariffe in vigore e potrebbe subire variazioni. EDISU NON EFFETTUA RIMBORSI.
Il pagamento di eventuali servizi supplementari durante il soggiorno dovrà avvenire alla reception al momento della richiesta.
Tutti gli ospiti delle residenze EDISU sono tenuti a rispettare il regolamento dell'ospitalità scaricabile dal sito www.edisu.piemonte.it ed attenersi alle condizioni del soggiorno.

General conditions
This estimate is considered to be an option for the room that needs to be confirmed in EDISU via e-mail at ospitalita@edisu-piemonte.it or by fax n.+390116531161 by the date indicated above, signing the current quote
In case of cancellation or change requests, they should be provided prior to the expiration date of the quote.
For every reservation, a deposit is required by credit card. There is no charge at the time of booking; the credit card number will only serve to secure the booking. It is therefore essential to be credit card holders. Visa and MasterCard are accepted.
The estimate was calculated based on the rates in force and can be subjected to change. EDISU NOT MAKE REFUNDS.
The payment of any additional services required during the stay must be made at the reception upon request.
All guests of EDISU residences are required to comply with the rules of hospitality www.edisu.piemonte.it downloaded from the website and follow the conditions of stay.

Per confermare la prenotazione è necessario inserire il n. della sua carta di credito. Accettate Visa e MasterCard. / In order to confirm your reservation you have to indicate your credit card number. Visa and Mastercard accepted

Per confermare la prenotazione è necessario inserire il n. della Sua carta di credito. Accettate Visa e MasterCard.
In order to confirm your reservation you have to indicate your credit card number. Visa and Mastercard accepted

Titolare carta di credito / Credit Card Holder
N° carta di credito / No. Credit Card
Scadenza / Expiry date

DICHIARO/DECLARE

Io sottoscritto/a - I hereby   Sesso - Gender

nato/a a - born in   Il - On

di accettare il suddetto preventivo e le condizioni di soggiorno in esso contenute
to accept the above quote and the stay conditions stated in the quote

Data/Date _____   Firma/Signature _____

EDISU | ENTE REGIONALE ... RITTO ALLO STUDIO UNIVERSITARIO DEL PIEMONTE | Via Madama Cristina n. 83 - 10126 T... ...lita@edisu-piemonte.it