



Individual Reservation Request Form

WOCN • WCET 2010 Joint Conference

Phoenix, AZ • June 12 - 16, 2010

REGISTER ON-LINE:

http://wocn.jointconference2010.org/

TELEPHONE RESERVATIONS:

1-888-547-3801 (toll free) or 1-612-767-8248
Monday - Friday, 9:00 a.m. – 3:00 p.m. CST.

Please have credit card and arrival and departure dates ready.

MAIL FORM TO:

WOCN/WCET 2010 Joint Conference Housing
c/o Meeting Services Plus
250 Marquette Ave S, Suite 1300
Minneapolis, MN 55401

FAX REGISTRATION FORM:

612-767-8201

- Photocopy this form if more than one room is required.
- Only one room may be requested under each name.
- Room types are assigned on a first come, first serve basis.
- If preferred hotel is not available, you will be assigned the next property.
- Allow up to 2 business days for your hotel acknowledgement. Review all information for accuracy. Upon submission of your reservation, acknowledgements are generated by e-mail (immediately), fax (within the hour) or mail.
- Refunds will be mailed after the event, for those who guaranteed accommodations with a check deposit.
- If your acknowledgement has not been received by May 13, please contact Meeting Services Plus.
- Reserve your room by May 13, to receive the group discount on a space available basis.

Only submit room request(s) once. By submitting multiple methods, you risk duplicate reservations being made.

Deadline is May 13, 2010

HOTEL PREFERENCE:

Rates listed are based on room occupancy

- Hyatt Regency Phoenix - \$125.00 single/double
- Sheraton Phoenix Downtown - \$148.00 single/ double
- Wyndham Phoenix - \$119.00 single/ double
- Hotel San Carlos - \$69.00 single/ double
- Holiday Inn Express - \$109.00 single/ double

A 12.27% state and city room tax will be added to the room rate. Taxes are subject to change.

► Arrival Date _____ ► Departure Date _____

GUARANTEE/CANCELLATION POLICY:

A check for one night's room and tax or a major credit card number is required to secure each room before a reservation may be processed. Please identify your method of deposit and/or guarantee. Early departures are subject to penalty fees set by the hotel. A charge of first night's room and tax will be applied and/or forfeited if you do not cancel or do not arrive (no-show).

CREDIT CARD:

After May 13, cancellations will be charged a \$25.00 Cancellation Fee. Cancellations within 72 hours prior to the day of arrival will be charged a first night's room and tax. Credit cards will only be charged if cancelled within the penalty period.

CHECK:

Checks should be made payable to Meeting Services Plus. After May 13, cancellations will forfeit a \$25.00 Cancellation Fee. Cancellations within 72 hours prior to the day of arrival will forfeit the entire deposit.

Card No. _____ Exp _____

Name _____

Signature _____

Check No. _____ Amount _____

GUEST 1 - PRIMARY INFORMATION: Please Print Clearly

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail address _____

Note: Acknowledgements may not be received if e-mail filters are in place.

ADDITIONAL GUEST INFORMATION: List arrival and departure dates, if different from the primary guest. Provide e-mail address if you would like additional acknowledgments of hotel accommodations generated to individuals below.

Name, Guest 2 - _____

E-mail: _____

Name, Guest 3 - _____

E-mail: _____

Name, Guest 4 - _____

E-mail: _____

Maximum room occupancy is four (4) per city code

ROOM TYPE REQUESTED: (please circle choices)

King Bed 2 Double Beds Wheelchair Accessible

Non-Smoking Other: _____

Number of persons in room: 1 2 3 4