

# Attendee Hotel Reservation Form

41<sup>st</sup> NCSM Annual Conference, Washington, DC, April 20 - 22, 2009

**DEADLINE IS WEDNESDAY, FEBRUARY 25, 2009**

**Submit a separate form for each room requested. Photocopy this form as necessary.**

Contact the NCSM/NCTM Housing  
Reservation Center  
Email: [nctm@wvndhamjade.com](mailto:nctm@wvndhamjade.com)

Telephone: (888) 241-8406, Domestic  
International: (972) 349-7476  
Fax: (972) 349-7715

Mail: NCSM/NCTM Housing 2009  
6400 International Parkway, Suite 2500, Plano, TX 75039  
Online <http://www.wvnjade.com/nctm09/nscm>

**Send Confirmation to (please print)**

Name \_\_\_\_\_ Affiliation \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Zip+4/Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
 E-mail \_\_\_\_\_

**Hotel Information**

All prices quoted here are exclusive of all taxes. The current hotel room tax in Washington, DC is 14.50% and is subject to change without notice. Number the hotels in order of preference and then check your preferred accommodation and rate. If your requested hotel is not available, NCSM/NCTM Housing will place you in a comparable hotel.

<u>Hotels</u>	<u>Single</u> (1 person/1 bed)	<u>Double</u> (2 persons/1 bed)	<u>Double/Double</u> (2 persons/2 beds)	<u>Triple</u> (3 persons/2 beds)	<u>Quad.</u> (4 persons/2 beds)
____ Grand Hyatt Washington 1000 H Street, NW	<input type="checkbox"/> \$258	<input type="checkbox"/> \$283	<input type="checkbox"/> \$283	<input type="checkbox"/> \$308	<input type="checkbox"/> \$333
____ Marriott at Metro Center 775 12 <sup>th</sup> Street, NW	<input type="checkbox"/> \$248	<input type="checkbox"/> \$248	<input type="checkbox"/> \$248	<input type="checkbox"/> \$268	<input type="checkbox"/> \$288
____ Renaissance Washington, DC Hotel 999 9 <sup>th</sup> Street, NW	<input type="checkbox"/> \$259	<input type="checkbox"/> \$259	<input type="checkbox"/> \$259	<input type="checkbox"/> \$279	<input type="checkbox"/> \$279

**Room Information**

List names of all persons to occupy room. (please print)

<b><u>NAMES:</u></b>	<b><u>DATES:</u></b>
1. _____	Arrival _____ Departure _____
2. _____	Arrival _____ Departure _____
3. _____	Arrival _____ Departure _____
4. _____	Arrival _____ Departure _____

- Suites or blocks of room needed – contact NCSM/NCTM Housing 2009, listed at the top of this form.  
 Smoking or  Non-smoking Note: because there are a large number of nonsmokers in this group, it is not possible to guarantee that each hotel will be able to accommodate every request for a nonsmoking room.
- I am in need of an **ADA** accessible room. I may need special assistance from the hotel in the event of an emergency.
- Comments: \_\_\_\_\_

**Payment Information**

All hotel reservations must be guaranteed. No reservations will be taken without a guarantee. You may guarantee your reservation with a major credit card, or you may send a check made payable to NCSM/NCTM Annual 2009 Housing covering the first night room and tax. Credit cards used for guarantee will be charged by the hotel after March 25, 2009. **Purchase orders are NOT accepted. If you do not check in on your scheduled arrival date, your credit card will be charged and any deposit will be forfeited by the hotel for a no-show fee. Your reservation will then be canceled and rooms will be on a first come, first serve basis. Please check your confirmation. for your hotel's individual cancellation policy** Should you need to adjust your reservation, please contact the NCSM/NCTM housing reservation center up until 72 hours prior to your scheduled arrival date. If you have a last minute change after this date, you will need to call the hotel directly.

Check enclosed for \$ \_\_\_\_\_ as a deposit for the first night's lodging, including 14.50% tax, payable to: **NCSM/NCTM Housing 2009**

American Express       Master Card       Visa

\_\_\_\_\_  
Credit Card Number      Exp. Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature (required for credit card payments)      Today's Date