

ATTENDEE HOUSING FORM

43rd NCSM Annual Conference
Indianapolis, Indiana
April 11-13, 2011
DEADLINE IS FEBRUARY 16, 2011

Please submit a separate form for each room requested.

Contact the NCSM/NCTM Housing Reservation Center:

Mail: NCSM/NCTM Housing 2011
International Parkway, Suite 2500, Plano, TX 75039
Email: nctm@wyndhamjade.com **Website:** <http://www.wynjade.com/nctm11/nctm>
Phone: (888) 241-8406 - Domestic (972) 349-7476 - International **Fax:** (972) 349-7715

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 Indianapolis is 17%; 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)
____ Indianapolis Marriott Downtown 350 W. Maryland Street, Indianapolis	\$183	\$203	\$203	\$223	\$223

____ JW Marriott Indianapolis 10 S. West Street, Indianapolis	\$190	\$215	\$215	\$229	\$254
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Room Information: (List names of all persons to occupy room - please print)

NAMES:

DATES:

1. _____ Arrival _____ Departure _____
2. _____ Arrival _____ Departure _____
3. _____ Arrival _____ Departure _____
4. _____ Arrival _____ Departure _____

NOTE: All U.S. Marriott hotels are non-smoking properties.

I am in need of an **ADA** accessible room. I may need special assistance from the hotel in the event of an emergency.
Comments: _____

- For upgrades, suites or to reserve a block of rooms, please contact NCSM/NCTM Housing Reservation Center.

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 2011 Housing covering the first night room and tax. Credit cards used for guarantee will be charged after March 16, 2011. 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 no later than April 1, 2011, 5:00 pm CST. 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 17% tax, payable to: NCSM/NCTM Housing 2011

American Express Master Card Visa

Credit Card Number _____ Exp. Date _____

Name _____

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