

ASTD 2009 HOUSING PROCEDURES

HOTEL ACCOMMODATIONS

ASTD has secured blocks of rooms at many Washington hotels. Make reservations online at:

<http://www.wynjade.com/astd09/>

You may also call the Wyndham Jade/ASTD Housing Bureau from 8:00 a.m.-6:30 p.m. EST, Monday-Friday at

Domestic: (800) 931.6029
International: (972) 349-5561
Fax: (972) 349-7715

ASTD rates are only available through the Wyndham Jade/ASTD Housing Bureau. Reservations at these rates may not be made by contacting the hotels directly.

It is recommended that you make your reservations early. <http://www.wynjade.com/astd09/>
Reservations made online will result in the immediate confirmation of your housing arrangements. Please do not contact the hotels directly.

NOTE: Room blocks of ten or more must be made by filling out a group request form available at <http://www.wynjade.com/astd09/>

Please have the following information ready when calling for reservations:

1. Name of conference
2. First, second and third choice of hotels
3. Arrival/departure dates
4. Number of rooms required
5. Type of room (single, double, etc.)
6. Number of persons in party
7. Names of all occupants in room
8. Telephone and fax number; email address if applicable (confirmation will be sent to this email address.)
9. Special requests (nonsmoking, king, view, crib, etc.)
10. Disability assistance required, if applicable
11. Credit card name, number and expiration date
12. Address to which confirmation should be sent if no email address is provided.

Credit Card information to Guarantee reservation:

All hotels require a deposit of one night's room and tax in advance, per reservation. Major credit cards (MasterCard, Visa, American Express, Discover and Diner's Club) are accepted.

NOTE: Expiration date must be valid through June 2009. *The credit card on file will be charged one night's room and tax within two weeks of making your reservation.*

If you do not use a credit card to secure your reservation, a check for one night's room and tax must be mailed to:

Wyndham Jade/ASTD Housing Bureau
6400 International Parkway, Suite 2500
Plano, TX 75093

Confirmations

You will receive a confirmation email from the Wyndham Jade/ASTD Housing Bureau. Please review your confirmation to be sure the information is correct.

If you need to change the spelling, address or your arrival and departure dates, you may modify your reservations online at any time.

Contact the ASTD/Wyndham Jade Housing Bureau if you do not receive your confirmation within 7 days.

Changes/Cancelations

- **Before May 20, 2009:** Contact the ASTD/Wyndham Jade Housing Bureau for changes, cancels and new reservations.
- **Starting May 21, 2009,** contact your assigned hotel directly.

Cancellations not made within your hotel's cancellation policy will result in the charge and forfeiture of one night room and tax to credit card given.

Shuttle Service

Complimentary shuttle service will be provided from most official conference hotels to the Walter E. Washington Convention Center beginning Saturday, May 30 (limited service in the morning and late afternoon only) and Sunday, May 31, through Wednesday, June 3 during official conference functions. Shuttle hours will be posted at the hotels and at the convention center.

Hotels within walking distance that will not be served by the shuttle include Renaissance Washington, Grand Hyatt, Embassy Suites Convention Center, Hampton Inn Convention Center, Henley Park, and Morrison Clark. All other hotels will be served by shuttle buses.