

# ASTD 2010 International Conference & Exposition

◆ MAY 16-19, 2010 ◆ CHICAGO, ILLINOIS

## INDIVIDUAL ROOM REQUEST FORM

DEADLINE FOR HOUSING: APRIL 15, 2010

Company Name \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Country \_\_\_\_\_ Email \_\_\_\_\_

**HOTEL PREFERENCES:** Every effort will be made to place you at one of your preferred hotels. If your preferences are not available, ASTD Housing will place you in a comparable hotel.

1) \_\_\_\_\_ 2) \_\_\_\_\_  
3) \_\_\_\_\_ 4) \_\_\_\_\_

**ROOM TYPE PREFERENCE:** Please select the appropriate room type.

Single (1 person/1 bed)       Double/Double (2 people/2 beds)       Quad (4 people/2 beds)  
 Double (2 people/ 1 bed)       Triple (3 people/2 beds)

ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_  Non Smoking or  Smoking

SHARING WITH: \_\_\_\_\_

SPECIAL NEEDS REGUEST: \_\_\_\_\_  
ADA Accessible (Based on availability upon arrival)

All hotels require a deposit of one night's room and tax for each room. This is required when the reservation is made. **Your credit card will be charged within two weeks of your reservation form being processed.** Deposits are refundable if accommodations are cancelled according to your hotel's cancellation policy. Forms received without a form of payment will not be processed. *Purchase orders are not accepted.*

**Credit Card Information for 1<sup>st</sup> Night's Room and Tax Deposit: NOTE: Expiration date must be valid through June 2010.**

TYPE OF CREDIT CARD (check one):       AMEX       MC       VISA       DINER'S CLUB       DISCOVER

CREDIT CARD #: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Important Note:** Hotel acknowledgments will be sent from the Housing Bureau, not the hotel. Official ASTD hotels will not honor direct requests for reservations or confirmations.

Send completed form by April 15, 2010 to ASTD Housing/Support Services, 6400 International Pkwy, Suite 2500, Plano TX 75093.

After this date, please visit [www.astd2010.org/](http://www.astd2010.org/)

ASTD Housing/Support Services

US Phone: (800) 931.6029 /International Phone: (972)349-5561 / Fax: (972)349-7715

Email: [astd@wyndhamjade.com](mailto:astd@wyndhamjade.com)

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### Official Chicago, Illinois Hotels

The Allerton Hotel Chicago on Magnificent Mile  
Sgl/DbI: \$190.00

Hyatt Regency Chicago  
Sgl/DbI: \$219.00

Marriott Downtown Chicago  
Sgl/DbI: \$215.00

Hyatt Regency McCormick Place  
Sgl/DbI: \$239.00

Doubletree Chicago Magnificent Mile  
Sgl/DbI: \$175.00

Sheraton Chicago Hotel & Towers  
Sgl/DbI: \$205.00

Embassy Suites Chicago Lakefront  
Sgl/DbI: \$229.00

Wyndham Chicago  
Sgl/DbI: \$209.00/\$219.00

Four Points Sheraton Chicago Dtwm  
Sgl/DbI: \$190.00

### How to Make Hotel Reservations:

Hotel reservations may be made by contacting the ASTD/Wyndham Jade Housing Bureau at:

Online: [www.astd2010.org](http://www.astd2010.org)

U.S. Phone: (800) 931-6029

6400 International Pkwy, Ste 2500

U.S. Fax: (972) 349-7715

Plano, TX 85093

International Phone: (972) 349-5561

Reservation requests are filled on a first-come, first-served basis. Hotel rates do not include local taxes, which are 15.4% per room, per night.

Please have the following information available when making reservations:

1. Name of conference
2. Contact information – your address, day phone number, fax number, email address
3. 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> choice of hotels listed
4. Arrival/departure dates
5. Room type – single, double, double/double, triple, quad
6. Special requests (bedding, NS, etc.)
7. Number of persons in party
8. Credit card number, expiration date, name on card
9. Specific information on accessibility needs (e.g., TTY, captioned TV, signaling system, wheelchair access, etc.)

### Credit Card information to Guarantee reservation:

Major credit cards (MasterCard, Visa, American Express, Discover and Diner's Club) are accepted. **NOTE:** Expiration date must be valid through June 2010. The credit card provided will be charged one night room and tax at time of reservation. *Purchase Orders are not accepted.*

Hotel acknowledgments will be sent from the Housing Bureau, not the hotel. Official hotels will not honor direct requests for reservations or confirmations. Please contact the ASTD/Wyndham Jade Housing Bureau if you do not receive your confirmation within 7 days.

### Cancellations and Changes in Reservations

- **Before May 5, 2010:** Contact the ASTD/Wyndham Jade Housing Bureau for changes, cancels and new reservations.
- **Starting May 6, 2010, 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.*

Send completed form by April 15, 2010 to ASTD Housing/Support Services, 6400 International Pkwy, Suite 2500, Plano TX 75093.

After this date, please visit [www.astd2010.org](http://www.astd2010.org)

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