

Hotel Reservation Form
40th Annual NCSM Conference, Salt Lake City, Utah, April 7 – 9, 2008

DEADLINE IS WEDNESDAY, FEBRUARY 13, 2008

**Contact the NCSM/NCTM Housing
Reservation Center**

Telephone: (888) 241-8406, Domestic
International: (972) 349-7476
Online: www.wvnjade.com/nctm08/ncsm

Mail: NCSM/NCTM Housing
P.O. Box 678192, Dallas, TX 75267-8192
Fax: (972) 349 -7715 (24 hours)

Send Confirmation to (please print)

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

Hotel Information

Hotel room rates quoted here are exclusive of all taxes. The current room tax in Salt Lake City is 12.71% 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 in not available, Housing will place you in a comparable hotel.

<u>Hotel</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)
____ Little America Hotel	<input type="checkbox"/> \$114 (Courtside) <input type="checkbox"/> \$161 (Garden) <input type="checkbox"/> \$172 (Tower)	<input type="checkbox"/> \$114 (Courtside) <input type="checkbox"/> \$161 (Garden) <input type="checkbox"/> \$172 (Tower)	<input type="checkbox"/> \$114 (Courtside) <input type="checkbox"/> \$161 (Garden) <input type="checkbox"/> \$172 (Tower)	<input type="checkbox"/> \$129 (Courtside) <input type="checkbox"/> \$176 (Garden) <input type="checkbox"/> \$187 (Tower)	<input type="checkbox"/> \$144 (Courtside) <input type="checkbox"/> \$191 (Garden) <input type="checkbox"/> \$202 (Tower)
____ Grand America Hotel	<input type="checkbox"/> \$195 (Premier) <input type="checkbox"/> \$208 (Executive Suites)	<input type="checkbox"/> \$195 (Premier) <input type="checkbox"/> \$208 (Executive Suites)	<input type="checkbox"/> \$195 (Premier) <input type="checkbox"/> \$208 (Executive Suites)	<input type="checkbox"/> \$215 (Premier) <input type="checkbox"/> \$228 (Executive Suites)	<input type="checkbox"/> \$235 (Premier) <input type="checkbox"/> \$248 (Executive Suites)

Room Information

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

Please note that this is for one room only. If you need additional rooms, please submit a photocopy.

NAMES:

1. _____ **DATES:** **Arrival** _____ **Departure** _____
 2. _____ **Arrival** _____ **Departure** _____
 3. _____ **Arrival** _____ **Departure** _____
 4. _____ **Arrival** _____ **Departure** _____

Suites or blocks of room needed – contact the Housing Reservation Center, 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 hotels must have a guarantee No reservations will be taken without a guarantee. You may guarantee your reservation with a major credit card, or, you may send in a check made payable to NCSM/NCTM Housing 2008. Credit cards used for guarantee will be charged by the Hotel after March 20, 2008. Purchase orders will NOT be accepted. If you do not check in on your scheduled arrival date, your credit card will be charged, any deposit will be forfeited, and your reservation canceled. Please check your confirmation for your hotel's cancellation policy. Should you need to adjust your reservation, please contact the 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

American Express Master Card Visa

 Credit Card Number _____ Exp. Date _____

 Name _____

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