SIOP 2010 • Housing Form

October 21-24 • Boston, MA, USA

This form MUST be used, if paying by check, for all SIOP hotel reservations needed from October 18 – 25, 2010. Mail your payment with this completed housing form to: SIOP Housing Bureau, PO Box 4088, Frederick, MD 217005 USA. **All checks must be made payable to *SIOP Housing Bureau* in US funds drawn on a US bank. All forms must be received by Sept. 24, 2010.**

RESERVATIONS MUST BE RECEIVED AT SIOP Experient Housing by September 24, 2010.

First Name	**MI**	**Last Name**
Company		
Street Address		
City	**State/Country**	**Zip/Postal Code**
Daytime Phone		**Fax**
E-mail (confirmation will be sent via e-mail if address is provided)		
Hotel Arrival Date		**Hotel Departure Date**
☐ Non-Smoking Room Requested		☐ ADA Needs: _____

INDICATE 1ST, 2ND & 3RD HOTEL CHOICE AND TYPE OF ACCOMMODATION
(See online for hotel descriptions, rates and map)

HOTEL CHOICES (please list 3)	TYPE OF ACCOMMODATIONS (circle one)
1.	***Bed type request is based on availability, not guaranteed.**
2.	1 person/1bed 2 people/1 bed
3.	2 people/2 beds 3 people/2 beds
	4 people/2 beds

If all three (3) requested hotels are unavailable, please process this reservation according to: (check one).
☐ ROOM RATE ☐ LOCATION

NAME(s) OF ALL ROOM OCCUPANTS

Additional charges may apply if the room exceeds two occupants.
ALL ROOM OCCUPANTS INDIVIDUAL NAMES MUST BE SUPPLIED.

1._____ **3.**_____

2._____ **4.**_____

RESERVATIONS/DEPOSITS: All reservations are being coordinated by Experient. All housing reservation forms must be received by Sept. 24, 2010.

For additional questions, inquires or assistance please call 847.996.5876 or 800.974.3084 (M-F, 8am – 6pm EST) or email: SIOP@experient-inc.com.

ATTENDEE ROOM BLOCKS
Attendees will not be able to request/reserve blocks of rooms. All attendee rooms will be first come first serve.

HOTEL SELECTION
If the desired hotel/category is already booked upon receipt of this reservation request the SIOP Housing Bureau reserves the right to arrange accommodations in another hotel/category.

CONFIRMATIONS
Confirmation will be emailed, faxed or mailed from the SIOP Housing Bureau once a reservation has been secured with a check. You will only receive a confirmation from the SIOP Housing Bureau, not from the hotel. If you do not receive a confirmation within 2 weeks, please contact the SIOP Housing Bureau by phone or email.

CHANGES/CANCELLATIONS
All changes and cancellations in hotel reservations must be made with the SIOP Housing Bureau on or before Sept. 24, 2010. Starting October 2, 2010 and prior to the individual hotel cancellation policy, changes and cancellations must be made with your assigned hotel.

Any cancellation made within the individual hotel cancellation policy will result in one nights + tax penalty charged by the assigned hotel.

If not paying by check, you may make your reservation online for the best availability and immediate confirmation of your reservation. Mailing this housing request form will take longer to process and may result in your choice hotel(s) not being available.