

Hotel Reservation Form

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

Deadline is Wednesday, February 13, 2008

Submit a separate form for each room requested. Photocopy this form as necessary.

Contact the NCSM/NCTM Housing Telephone: (888) 241-8406, Domestic Mail: NCSM/NCTM Housing
Reservation Center International: (972) 349-7476 P.O. Box 678192, Dallas, TX 75267-8192
Online: www.wynjade.com/nctm08/ncsm 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 is not available, Housing will place you in a comparable hotel.

Hotel	Single (1 person/1 bed)	Double (2 persons/1 bed)	Double/Double (2 persons/2 beds)	Triple (3 persons/2 beds)	Quad. (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)
	<input type="checkbox"/> (other than those listed)	<input type="checkbox"/> (other than those listed)	<input type="checkbox"/> (other than those listed)	<input type="checkbox"/> (other than those listed)	<input type="checkbox"/> (other than those listed)

Room Information

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

NAMES:

1. _____ 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's lodging including 12.71% tax, payable to: NCSM/NCTM Housing 2008.

American Express MasterCard Visa

Credit Card Number _____ Exp. Date _____

Name _____

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