

TESOL 2014 Attendee Hotel Reservation Form

TESOL International Convention & English Language Expo, Portland, Oregon, USA

Reservations can be made between 3 September 2013 and 21 February 2014. All reservations must be received by the TESOL 2014 Registrar by 21 February 2014. Complete all sections of this form before submitting. The TESOL 2014 Registrar will not process any incomplete forms. One reservation per form. Make copies of this form for multiple reservations.

Contact Information

(Choose one) I have already registered for the conference. Registration form is attached.

First Name :

Last Name :

Middle Initial:

Address:

Company /Institution:

Department/Division:

City:

State/Country:

Zip/Postal Code:

Daytime phone number: ()

Extension:

Fax: ()

E-mail:

Dates

Arrival Date (MO/DAY/YR):

Departure Date (MO/DAY/YR):

Hotel Selection

(Please provide your hotel choices in rank order of preference)

- 1 _____ ** Should all hotel choices be unavailable, process this reservation according to (check one):
- 2 _____
- 3 _____ Comparable room rate
- 4 _____ Proximity to meeting site
- _____ Do not book accommodations

Room Type*

(Choose one)

- Single /1 bed Double/1 bed Double /2 beds Triple/2 beds Quad /2 beds
- Non-smoking Smoking ADA Room

Special Requests: _____

*Please note that room types will be assigned on check-in. Room type preferences and special requests will be forwarded to the hotel but are at the sole discretion of the hotel.

Other Room Occupants

If you are sharing a room, please list the names of the other room occupants.

- 1 _____ Registered Participant
- 2 _____ Registered Participant
- 3 _____ Registered Participant

Reservation Guarantee

All hotels require a credit card guarantee with each reservation request. **Housing forms received without valid credit card information will not be processed.** Credit cards must be valid through March 2013 to be considered a proper guarantee. NO CASH OR CHECK DEPOSITS ACCEPTED.

- VISA Master Card American Express

_____/_____/_____
Card Number Expiration date

Billing Address

Name of Cardholder (please print)

Signature (Required, authorizing charge for cancellation and acknowledging Housing Policies, see Box at right)

Housing policies

You must register for the convention before or at the same time as submitting a hotel reservation form. Reservations without a registration will not be processed.

ROOM RATES/TAXES

To take advantage of the special TESOL rates, please book your reservation by 21 February 2014. After that date, TESOL room blocks will be released and reservations will only be accepted at the convention rate based on availability. All room rates include a housing reservation fee of \$18 and a rebate to off-set convention related expenses payable to TESOL. All rates are per room per night and are subject to 14.5% tax (subject to change without notice).

CHANGES/CANCELLATIONS

All changes/cancellations can be made through 21 February 2014 via the TESOL Housing Service by Internet, phone, fax, mail or e-mail. All reservation cancellations will be charged a \$50 processing fee. Any cancellations within 72 hours of arrival are subject to one night's room and tax penalty. Failure to check-in on the scheduled date of arrival will result in a charge of one night's room and tax and cancellation of the room for the remainder of the stay.

CONFIRMATIONS

Confirmations will be sent after each reservation booking, modification, or cancellation. If you do not receive a confirmation within 5 days after any transaction, please contact the Housing Service via phone at 866-999-3032 or via e-mail at TESOL@showcare.com

Return this completed form by fax with credit card info to:

866-614-5463 or
Int'l fax 514-228-3151

(if faxing, please do not mail a hard copy)

OR

Mail this form with credit card information to:

TESOL 2014 Housing Services:
c/o Showcare Event Solutions
1200 G. Street NW, Suite 800
Washington, D.C. 20005-6705 USA