

American Geophysical Union – 2004 Ocean Sciences Meeting  
 January 26 – 30, 2004  
 Oregon Convention Center – Portland, OR

**Instructions**

Reservation requests can be submitted via ONE of the following methods:

**INTERNET:** Visit the AGU web site at [www.agu.org](http://www.agu.org) and reserve on-line.

**TELEPHONE:** Call the AGU Housing Bureau, 9am-7pm EST, Monday-Friday toll free at (866) 887-6698 or (506) 433-7985 (for Int'l).

**FAX:** (506) 433-3033

**MAIL:** AGU – POVA Housing  
 1000 SW Broadway, Suite 2300  
 Portland, OR 97205

**QUESTIONS ONLY:** Send an e-mail to: [housing@pova.com](mailto:housing@pova.com).

**Acknowledgements**

The Housing Bureau automatically sends acknowledgements once the request has been processed. You will not receive a confirmation from the hotel. Acknowledgements are sent via e-mail (immediately after being processed), fax (within a few hours of processing) or mail (up to 10 business days). Please review all information for accuracy. If you do not receive your acknowledgement within 15 business days, please contact the Housing Bureau.

**Rates/Taxes & Special Requests**

To take advantage of the special AGU convention rates, please book your reservation by **January 2, 2004**. After that date, room blocks will be released and hotels may charge higher rates.

All rates are per room and do not include 11.5% occupancy tax (subject to change).

Special requests can not be guaranteed, however hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.

**Changes & Cancellations**

Cancellation requests that are received on or after **January 5, 2004** will be subject to a **\$50 cancellation fee**.

Please check the hotel cancellation policy regarding canceling within 72 hours of arrival.

On or before **January 20, 2004:**

Changes to name, stay dates, address, or special requests can be made on-line at [www.agu.org](http://www.agu.org) - OR - contact the AGU Housing Bureau to modify or cancel your reservation.

After **January 20, 2004:** All changes and cancellations must be made directly with the assigned hotel. **Do not contact the hotel directly until after January 20, 2004.**

**GUEST INFORMATION**

Use one form for each room requested – make copies as needed.

**Arrival Date** \_\_\_\_\_ **Departure Date** \_\_\_\_\_

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\* If providing international telephone numbers, please include country and city access numbers

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City/State/Province: \_\_\_\_\_

Zip/Postal Code, Country: \_\_\_\_\_

**HOTEL and ROOM INFORMATION**

Please indicate the order of you hotel preference below

HOTEL:	RATES:
_____ The Hilton Portland & Executive Tower	<b>Standard</b> - \$99 single/double, \$119 triple/quad <b>Executive</b> - \$115 single/double, \$135 triple/quad
_____ The DoubleTree – Lloyd Center	\$99 single/double, \$114 triple, \$129 quad
_____ The Holiday Inn (formerly Radisson Hotel)	\$95 single/double/triple/quad
_____ The Red Lion	\$89 single/double, \$99 triple, \$109 quad

Circle # of beds requested: 1 2 Due to limited availability, select 2 beds only if necessary.

List all room occupants: \_\_\_\_\_ Circle # of occupants: 1 2 3 4

Check here if you have a disability requiring special services.  Non smoking request

Special requests: \_\_\_\_\_

**GUARANTEE INFORMATION**

All reservation requests must include guarantee information. Requests received without proper guarantee information will NOT be processed. The preferred and easiest method of guarantee is with a credit card (valid at least through the dates of the convention). If you do not have a credit card to use for guarantee, check deposits in the amount of \$125 (per room requested) will be accepted via mail only. This deposit will be applied toward your hotel room(s).

American Express  Discover  Diner's Club  
 MasterCard  Visa

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Cardholder's Signature\* \_\_\_\_\_

\* Necessary to process reservation

Check deposit enclosed in the amount of \$125 (per room requested) made payable to: "POVA Housing." Refunds for cancelled reservations that are guaranteed with a check deposit will be mailed within 10 business days upon receipt of written notification, less a \$5 processing fee and any cancellation fees (if applicable).

Mail check deposit along with the completed housing form(s) to: AGU – POVA Housing, 1000 SW Broadway, Suite 2300, Portland, OR 97205

**Do not mail housing forms that were previously sent via FAX or that were made on-line.**