



2010 Ocean Sciences Meeting Oregon Convention Center - Portland, OR 22 - 26 February, 2010

To take advantage of the special Ocean Sciences convention rates, please book your reservation by 20 Jan, 2010.

Instructions

Housing for Ocean Sciences will open 2 Oct, 2009. Reservation requests can be submitted via ONE of the following methods:

ON-LINE: Visit the Ocean Sciences' website at: <http://www.agu.org/meetings/os10/> and reserve on-line.

TELEPHONE: Call the Travel Portland Housing Bureau, 9am-5pm PT, Monday-Friday toll free at 1-877-678-5263, #2 or 1-503-275-9293 (for Int'l).

FAX: 1-503-275-9782

MAIL: Ocean Sciences/Travel Portland Housing
1000 SW Broadway, Suite 2300
Portland, OR 97205

QUESTIONS ONLY: Send an e-mail to: housing@travelportland.com, or call the Travel Portland Housing Bureau.

Acknowledgements

The Housing Bureau automatically sends acknowledgements once the request has been processed. **You will not receive a confirmation from the hotel.** Please review all information for accuracy. If you do not receive your acknowledgement within 2 business days, please contact the Housing Bureau.

Rates/Taxes & Special Requests

To take advantage of the special Ocean Sciences convention rates, please book your reservation by 20 Jan, 2010. After that date, room blocks will be released and hotels may charge higher rates.

All rates are per room and do not include 12.5% occupancy tax (subject to change).

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

Changes & Cancellations

Before 14 Feb, 2010: Changes to name, stay dates, address, or special requests can be made on-line at <http://www.agu.org/meetings/os10/> - OR - contact the Travel Portland Housing Bureau to modify or cancel your reservation.

After 14 Feb, 2010: All changes and cancellations must be made directly with the assigned hotel. **Do not contact the hotel directly until after 14 Feb, 2010.**

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 list the names of four hotels in order of preference.

First: _____ Third: _____

Second: _____ Fourth: _____

*If all requested hotels are unavailable, a reservation will be made at the next available hotel.
Please indicate criteria for placement:*

Comparable room rate Proximity to convention center

Circle # of beds requested: 1 2 Circle # of occupants: 1 2 3 4

List all room occupants:

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 through the dates of the convention).** If you do not have a credit card to use for guarantee, check deposits in the amount of US \$175 (per room requested) will be accepted via mail only. This deposit will be applied toward your hotel room(s). Make all check payments payable to: Travel Portland Housing, 1000 SW Broadway, Suite 2300, Portland, OR 97205

American Express Discover Diner's Club
 MasterCard Visa

Card Number: _____ Exp. Date: _____

Name on Credit Card: _____

Cardholder's Signature* _____

* Necessary to process reservation

Notice regarding cancellation fees and dates to keep in mind: Cancellations made within 72 hours of the scheduled arrival date are subject to a fee equal to one night's room rate plus tax. These fees will be charged to the credit card used to make the reservation.

Check cancellations will incur a US \$50 processing fee and any hotel cancellation fees (if applicable).

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