

2002 Spring Meeting

Washington, DC USA

28 – 31 May 2002



Housing Deadline

29 April 2002

HOTEL RESERVATION FORM

INSTRUCTIONS

Reservations can be made between
1 March 2002 and 29 April 2002
by choosing one of the following methods.
E

INTERNET

Book your reservation on-line using the
interactive site at

www.agu.org

E

TELEPHONE

Call the SM02 Housing Bureau,
8am-5pm CST, Monday-Friday at:

800-492-7886 (toll free)

847-940-4211 (international)

E

FAX

Send a completed form, one copy per room to

800-521-6017 (USA)

847-940-2386 (international)

CONFIRMATIONS

Confirmations will be sent after each reservation
booking, modification and/or cancellation.

Review it carefully for accuracy. If you do not
receive a confirmation via e-mail, fax, or mail
within 14 days after *any* transaction, please
contact the Housing Bureau. The hotels do not
send the confirmations.

ROOM RATES/TAXES

To take advantage of the special 2002 Spring
Meeting convention rates, be sure to book your
reservation by **29 APRIL 2002**. After this date
the official SM02 blocks will be released and the
hotels may charge significantly higher rates. All
rates are per room per night and are subject to a
14.5% tax (subject to change). When making a
reservation, please provide room and bedding
preferences in the Special Requests section of this
housing form. Hotels will assign specific room
types upon check in, based upon availability.

*Please be advised that requests are not
guaranteed.*

DEPOSITS

All hotels require a deposit of \$150.00 with each
reservation request. **Requests received without a
deposit will not be processed.** Please fill out the
credit card information entirely or mail the check
with the form, made payable to WCTC/SM02.
Credit cards will be charged immediately.

MODIFICATION/CANCELLATION

All reservation transactions must be made via
the SM02 Housing Bureau from **1 March until
29 April**. Cancellations received between 29
April and 72 hours of arrival will incur a **\$16.00**
processing fee. **Cancellations made within 72
hours of arrival will result in the forfeiture of
the entire deposit.** Start calling the hotels directly
on 6 May 2002.

HOTEL INFORMATION

Arrival Date: _____

Departure Date: _____

Hotel Selection:
(List three choices in order of preference).

First: _____

Second: _____

Third: _____

Reservations will be processed on a first come, first serve
basis. Please process this reservation according to:

Comparable room rate.

Proximity to convention center

Room Type: (please fill out both)

Number of people in room: _____

Number of beds in room: _____

List all additional room occupants:

(specify if guest is child under age 18)

1. _____ (first) _____ (last)

2. _____

3. _____

Special Requests: _____

Smoking

Non-Smoking

DEPOSIT INFORMATION

**ALL HOTELS REQUIRE A DEPOSIT
OF \$150.00 PER RESERVATION.**

**Housing forms received without a valid credit
card or check deposit will not be processed.**
(Cash, purchase orders & wire transfers are not accepted.)

Credit Card

*Credit card must be valid. Credit cards are
charged immediately.*

Type of card:

American Express

MasterCard

Visa

Diners Club

Discover

Account Number: _____

Expiration Date: _____

(cardholder's name)

(cardholder's signature)

Check

Please mail checks with a completed Housing
Form. **Make checks payable to: WCTC/SM02**

WCTC/SM02

108 Wilmot Road, Suite 400

Deerfield, IL 60015

PRIMARY GUEST INFORMATION:

(FILL THIS OUT COMPLETELY)

First: _____ MI: _____ Last: _____

Company: _____

Address: _____

City: _____ State: _____ Postal code: _____

Country: _____

E-mail: _____

Phone: _____ Fax: _____

If outside the USA, please also include country and city codes.

DO NOT SEND THIS FORM TO AGU. SEND IT TO THE SM02 HOUSING BUREAU

**** PLEASE USE ONE FORM PER ROOM. MAKE COPIES AS NEEDED ****