

NACADA Annual Conference
Baltimore, Maryland
October 18-21, 2007
HOTEL RESERVATION FORM

INSTRUCTIONS

To reserve a room for NACADA choose

ONE of the following methods:

By Internet: Visit the NACADA web site at www.nacada.ksu.edu/NationalConf/2007/index.htm

or

By Telephone: Call the NACADA Housing Bureau - weekdays, 8:30 am – 5:30 pm ET

800-282-6632 (toll free)

410-837-4626 (international)

or

By Fax: Fax a completed Housing Form to **410-659-8398**

or

By Mail: Mail your housing form with check/money order deposit only to
NACADA Housing Bureau/BACVA
100 Light Street, 12th Floor
Baltimore, MD 21202

CONFIRMATIONS

The NACADA Housing Bureau will send you an acknowledgment. Review it carefully for accuracy. If you do not receive an acknowledgment via e-mail, fax, or mail within 14 days after sending request, please contact the NACADA Housing Bureau at 800-282-6632. You will not receive a confirmation from the hotel.

ROOM RATES/TAXES

In order to take advantage of the special NACADA convention rates, be sure to book your reservation by September 20, 2007. After September 20, the official NACADA blocks will be released and the hotels may charge higher rates. All rates are per room night and are subject to a 12.5% tax (subject to change). Some hotels may charge additional fees for rooms with more than two guests. Please use the "Special Needs" section of the housing form to provide room and bedding preferences when making reservations. The hotels will assign specific room types upon check in, based upon availability.

DEPOSITS

All hotels require a credit card guarantee (will not be charged) or check deposit of one night's room rate and tax with each reservation request. Requests received without a credit card guarantee or check deposit will be returned. Please fill out the credit card information entirely or mail a check payable to the "NACADA Housing Bureau/BACVA."

CHANGES/CANCELS/REFUNDS

Cancellations made between September 10 and October 4 will be subject to a \$50.00 cancellation fee. Changes and cancellations should be made through the NACADA Housing Bureau through October 4, 2007. **Any cancellations made after that date and no shows will be subject to forfeiture of the entire one night's room rate and tax deposit.** Beginning on October 5, 2007, please call your hotel directly for changes and cancellations.

Hotel Information:

Arrival Day/Date _____ Departure Day/Date _____

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

First _____ Second _____ Third _____

Reservations will be processed on a first come, first serve basis. If all three requested hotels are unavailable, this reservation should be processed according to:

_____ a comparable room rate _____ close proximity to conference site

Room Type: _____

Adults to occupy room _____ # beds requested in room _____

List all room occupants (if children, list names and ages):

_____ Non-smoking room requested _____ Special Needs: _____

Primary Guest's Contact Information:

Last Name _____ First Name _____ MI _____

E-mail Address _____

Daytime Phone _____ Fax _____

(If number is not within the US, please provide the ENTIRE number the US will need to dial to reach you.)

Company/Institution (if applicable) _____

Address _____

City/State/Province _____

Zip/Postal Code, Country _____

Send the confirmation via email, fax, or mail.

Deposit Information:

All hotels require a credit card guarantee or check deposit of one night's room rate and tax with each reservation request. Housing forms received without a deposit or credit card guarantee will be returned unprocessed. Cards will not be processed until check-in or no show.

Credit Card

Type of card: _____ American Express _____ Mastercard _____ Visa _____ Other

Account Number _____ Expiration Date _____

Name of Card Holder _____

Check enclosed made payable to NACADA Housing Bureau/BACVA.

Mail to: NACADA Housing Bureau/BACVA, 100 Light Street, 12th Floor, Baltimore, MD 21202.

Only housing forms accompanied by checks will be accepted via mail, all others should be faxed into the NACADA Call Center:

DO NOT SEND THIS FORM TO THE ASSOCIATION. SEND TO THE NACADA HOUSING BUREAU. PLEASE USE ONE FORM PER ROOM. MAKE COPIES AS NEEDED.

FORMS MUST BE COMPLETELY FILLED OUT. INCOMPLETE FORMS WILL BE RETURNED AND WILL NOT BE PROCESSED.