

Housing Deadline
May 17, 2010

HOTEL RESERVATION FORM

TASSP SUMMER WORKSHOP 2010
Austin Convention Center
June 7 - 12, 2010

For best availability and immediate confirmation, make your reservation *via Internet*. Faxed housing requests will take longer to process and choice hotels may not be available.

Internet Reservations:
www.TASSP.ORG

Faxed Reservations:
(512) 583-7283

Mailed Reservations:
TASSP Housing Bureau
301 Congress Avenue, Suite 200
Austin, Texas 78701

Housing Questions:
Call (866) 645-0605
Email rcurran@austintexas.org

Acknowledgements
The TASSP Housing Bureau will send you an acknowledgement number for your reservations. *Please review all information for accuracy.* Email acknowledgement numbers will be sent as soon as reservation is processed.

Room Rates/ Taxes/ Deadline
To take advantage of the special TASSP rates, please book your reservation on line no later than 4:00pm CST 5/17/2010. Once housing closes, TASSP room blocks will be released and hotels may charge higher rates. All rates are per room and are subject to a 9% lodging tax if you are tax exempt, 15% if you are not tax exempt. Special requests cannot be guaranteed; however, hotels will do their best to honor all special requests. Hotels will assign specific room types upon check-in, based on availability.

Guarantee
A valid credit card number is required to guarantee your reservation. *If you do not provide a credit card number*, you must submit a check in the amount of one night's stay plus tax upon receipt of your hotel acknowledgement. *Make sure check is payable to your assigned hotel* and mail to:

TASSP Housing Bureau,
301 Congress Ave., Suite 200,
Austin, TX 78701

Changes/Cancellations
Continue to use TASSP Housing Bureau for changes and cancellations through 6/2/10. All changes and cancellations must be directed to your confirmed hotel after this date.. All cancellations must be received 72 hours prior to arrival or your confirmed hotel will assess one night's room/tax.

Cancellation Fee: \$25.00 starts on April 30, 2010.

RESERVATION WILL NOT BE PROCESSED IF FORM IS INCOMPLETE. Telephone requests are not accepted. Keep a copy of form for your records. **DO NOT MAIL AFTER FAXING.** Acknowledgements are emailed to the person requesting the room.

Select Hotels: Please rank hotels in order of preference with one being your first choice. Rooms are assigned first come/first serve. If choices are not available, a room will be secured at a hotel based on your preference of rate or proximity, and availability. Please see room type descriptions below.

If hotel choices are sold out, which is more important? Room Rate Proximity

- | | |
|--------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Courtyard by Marriott | <input type="checkbox"/> Hilton Austin |
| <input type="checkbox"/> Driskill | <input type="checkbox"/> Hilton Garden Inn |
| <input type="checkbox"/> Embassy Suites Downtown | <input type="checkbox"/> Omni |
| <input type="checkbox"/> Four Seasons | <input type="checkbox"/> Radisson Hotel & Suites |
| <input type="checkbox"/> Hampton Inn & Suites | <input type="checkbox"/> Residence Inn by Marriott |

Person Requesting Room (please print):

First Name Middle Initial Last Name

Company/Organization

Street Address or P.O. Box Number Daytime Number

City State Country Zip Code

Email Address (REQUIRED to receive acknowledgement) Fax Number

Arrival Date _____ **Departure Date** _____ **for the Occupant(s) listed below**

First Name Last Name First Name Last Name

First Name Last Name First Name Last Name

Requests for more than 2 days pre/post-convention may not be available through the Housing Bureau. Acknowledgements will advise you to call the hotel directly for additional room nights (not always available at convention rates).

Room Type: The Housing Bureau will request room type, hotel will confirm if available at check-in. Check one:

- SINGLE (1 room- 1-2 people- 1 bed) DOUBLE (1room- 2 people- 1 bed) DBL/DBL (1room- 2 people- 2 beds)
 TRIPLE (1 room- 3 people- 2 beds) QUAD (1 room- 4 people- 2 beds)

Room Guarantee: All rooms **must be guaranteed** with a credit card or check for one night's deposit payable to your designated hotel upon receipt of acknowledgement. See instructions for check payment in the left hand column.

Type of Card Credit Card Number Expiration Date

SPECIAL REQUESTS: Smoking Non-Smoking Handicap Accessible

\$25.00 CANCELLATION FEE WILL APPLY ON APRIL 30, 2010