

HOTEL RESERVATION FORM



Reserve your room online:
<http://www.asee.org/annual2006/>

Guaranteed Rate Deadline: May 17, 2006
 Please print clearly. Reserve room for ASEE 2006 online at:
<http://www.asee.org/annual2006/>

___ Exhibitor (check one)
 or
 ___ Attendee



First Name _____ Last Name _____
 Company _____
 Business/Mailing Address _____ Suite _____
 City _____ State _____ Zip _____ Country (if not USA) _____
 Daytime Phone _____ Fax _____ E-mail _____

Fax your form to:
 703-205-0235



Hotel Preferences

You may view the list of hotels participating in ASEE 2006 official room block at www.asee.org. Select hotels in order of preference. Hotel assignments will be made based upon availability, according to your preferences.

1st Choice Hotel _____ 3rd Choice Hotel _____
 2nd Choice Hotel _____ 4th Choice Hotel _____

If you are making a reservation for 5 or fewer and know the names of the room occupants, please complete Section A. If you do not know the names of the room occupants and/or are making a reservation for 5 or more, please complete Section B.

Mail your form to:
 ASEE 2006
 Housing Office
 c/o Exposition
 3141 Fairview Park Dr.,
 Suite 550
 Falls Church, VA 22042

Section A

Names of Occupants*

Arrival Date	Departure Date	Standard Single 1 person 1 bed	Standard Double 2 people 1 bed	Double Twin Share 2 people 2 beds	Triple 3 people 2 beds	Quad 4 people 2 beds	S/NS
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____



Section B

*If person requires auxiliary service under the Americans With Disabilities Act (ADA), please check and attach a written description of needs.

	6/15	6/16	6/17	6/18	6/19	6/20	6/21	6/22	6/23
Example	1	2	5	10	10	10	5	2	1
Rooms Needed									

Hotel Reservation Questions?
 800-860-5398
 703-770-3916
 e-mail:
asee06housing@expovision.com

Deposit/Payment

All reservation requests require a \$175 or \$200 per room deposit. Please see Hotel and Rates page for amount owed. Payment must be made by a major credit card or check drawn on a U.S. bank made payable to the ASEE 2006 Housing Office. Your credit card will be charged the appropriate amount immediately.

___ Check ___ VISA ___ MC ___ AMEX ___ Diners Club ___ Discover

To use more than one credit card, please send on separate page. A check must be attached for reservation to be processed. Please note that reservations will not be processed without a signature.

Credit Card Number _____ Exp. Date _____

Print Name of Cardholder _____ Signature _____

