



**NAFSA 57<sup>TH</sup> ANNUAL  
CONFERENCE  
MAY 29 - JUNE 3, 2005  
SEATTLE, WASHINGTON USA**

# HOTEL RESERVATION FORM

## CONTACT INFORMATION (please print clearly or type)

For best availability, make your reservation via the internet at [www.nafsa.org/seattle](http://www.nafsa.org/seattle).

ARRIVAL DATE		DEPARTURE DATE	
First Name	M. I.	Last Name	
Title			
Institution/Organization			
Address			
City		State/Province	
Zip/Postal Code		Country	
Tel		Fax	
E-mail			

## HOTEL SELECTION

Please list four choices in order of preference.

First Choice	Second Choice
Third Choice	Fourth Choice

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

- |   |   |
|---|---|
| <input type="checkbox"/> Comparable room rate | <input type="checkbox"/> Proximity to conference site |
| ___ Number of occupants                       | ___ Number of beds requested                          |

List all room occupants \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Check here if you have a disability requiring special services  
 Check here to request a non-smoking room

## DEPOSIT INFORMATION

All reservations requests must be guaranteed. Credit cards will not be charged prior to the arrival date. Hotel Reservation Forms received without a valid credit card will not be processed. Please be advised that the credit card must be valid through the dates of the convention or your reservation will not be processed. Checks are only accepted with a mailed Hotel Reservation Form, in the amount of \$200 deposit made out to the Seattle Housing Bureau, and sent to the address listed above.

- American Express     Diner's Club     Discover     MasterCard     Visa

Name as it appears on card \_\_\_\_\_  
 Card number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Authorized signature \_\_\_\_\_

Please keep a copy of this form for your records.

### INSTRUCTIONS

The deadline for new reservations is **April 29, 2005**.

For best availability and immediate confirmation, make your reservation via the internet.

**INTERNET:** Visit [www.nafsa.org/seattle](http://www.nafsa.org/seattle)

**PHONE:** Call the NAFSA/Seattle Housing Bureau at 888.877.0255 or 206.461.5881.

**FAX:** Only fully completed forms will be accepted at the Seattle Housing Bureau at 206.461.5853.

Use one form per room, make copies as needed.

**MAIL:** Only fully completed forms will be accepted at the NAFSA/Seattle Housing Bureau, One Convention Place, 701 Pike Street, Suite 800, Seattle, WA 98101.

### ACKNOWLEDGEMENTS

The NAFSA/Seattle Housing Bureau will send you an acknowledgment of your reservation. Please review all information for accuracy. If you do not receive your acknowledgment within 10 to 14 days or have questions regarding your reservation, please contact the NAFSA/Seattle Housing Bureau by phone at 888.877.0255 or by e-mail at [hotelres@seeseattle.org](mailto:hotelres@seeseattle.org).

### YOU WILL NOT RECEIVE A CONFIRMATION FROM THE HOTEL.

### ROOM RATES/TAXES

To take advantage of the special Seattle rates, please book your reservation by **April 29, 2005**. After this date, the Seattle room blocks will be released and rooms may only be available at higher rates.

All rates are per room and are subject to **15.6%** tax, (subject to change).

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

### DEPOSITS

All reservations must be guaranteed with a credit card or check. Credit cards will not be charged a deposit. Checks are only accepted with a mailed Hotel Reservation Form, in the amount of \$200 deposit made out to Seattle Housing Bureau and sent to the address listed above.

### CHANGES/CANCELLATIONS

Reservations may be changed or cancelled via the Web site or through the NAFSA/Seattle Housing Bureau until **May 13, 2005**. Cancellations received on or after **April 29, 2005** will be assessed a **\$25.00** processing fee. Do not contact the hotels directly until after **May 13, 2005**.