

NAFSA has reserved a variety of hotel rooms at different price levels and amenities in downtown Seattle, Washington for the 57th Annual Conference. All hotels are within easy walking distance and accessible to the conference site, the Washington State Convention & Trade Center.

IMPORTANT MESSAGE:

Hotel rooms booked through the NAFSA/Seattle Housing Bureau ensure NAFSA will meet the required number of reservations for its contract obligations this year.

The majority of conference workshops and sessions will be held at the Washington State Convention & Trade Center. The Sheraton Seattle Hotel and Towers will serve as the headquarters hotel for the conference and will host a number of NAFSA's leadership and committee meetings, as well as evening functions. Self and/or valet parking are available on-site at most conference hotels. See chart on page 37.

HOTEL RESERVATIONS

All reservations for hotel accommodation must be:

- Made through NAFSA/Seattle Housing Bureau using the official Hotel Reservation Form (page 46).
- Received no later than April 29, 2005.
- Processed on a first-come, first-served basis. Lower-priced rooms, as well as those in close proximity to the conference site, fill quickly.

Notes: (1) No more than one room may be requested under one name. Only one request form should be submitted per room. (2) The form may be photocopied as needed. (3) Rooms booked directly with the hotels will not be eligible for the special NAFSA Conference rates. (4) Hotels will assign your specific room at your check-in on site, based on availability.

ROOMMATES

Neither NAFSA nor the Seattle Housing Bureau will take responsibility for assigning roommates. If you are requesting a double, triple, or quad room:

- Send only one Hotel Reservation Form per room.
- Include the names of all occupants.
- Include information on differing arrival or departure dates.

Note: If more than one housing form is submitted by persons intending to share a room, each person submitting a form will be assigned a room and will be billed accordingly.

SUITES

A limited number of suites are available at nearly all conference hotels. See hotel information on page 37 for hotels with availability. (Rates vary by hotel and type of suite.) Requests for suites must be made through NAFSA/Seattle Housing Bureau by calling 1.206.461.5894.

RESERVATION PROCEDURES

To reserve rooms in Seattle, submit your housing request in one of the following ways:

- **RESERVE ONLINE** at www.nafsa.org/seattle; select Housing Information
- **FAX** official Hotel Reservation Form to 1.206.461.5853
- **MAIL** official Hotel Reservation Form to: NAFSA/Seattle Housing Bureau, One Convention Place, 701 Pike Street, Suite 800, Seattle, WA 98101 USA
- **TELEPHONE** call the NAFSA/Seattle Housing Bureau. Monday-Friday 8:30 a.m.-5:00 p.m. (Pacific Time); 1.888.877.0255 (toll free U.S. and Canada); 1.206.461.5881 (International callers)

Do not send your form directly to the NAFSA office in Washington, D.C. This will delay your room request.

RESERVATION ACKNOWLEDGMENTS

The NAFSA/Seattle Housing Bureau will send you an acknowledgment of your reservation. Please review all information for accuracy. E-mail and fax acknowledgments will be sent immediately once the reservation has been processed.

Mailed acknowledgments will be sent within 10-14 days. If you do not receive your acknowledgment in this time frame, please contact the NAFSA/Seattle Housing Bureau by phone at 1.888.877.0255, or e-mail: hotelres@seeseattle.org.

ROOM DEPOSIT/RATES/TAXES

Reservations will not be accepted without a room deposit of U.S. \$200 for each room reserved. Room deposits will be accepted in the form of a check made payable to NAFSA/Seattle Housing Bureau, One Convention Place, 701 Pike Street, Suite 800, Seattle, WA 98101. Credit cards are not charged for the deposit, but are used to guarantee reservation only.

To take advantage of the special NAFSA rates, please book your reservation by April 29, 2005. After that date, NAFSA room blocks will be released and hotels may charge higher rates. All rates are per room and are subject to 15.6% occupancy tax (subject to change).

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

CREDIT CARD GUARANTEE

All reservations require a valid credit card or check deposit guarantee. Requests received without a valid guarantee will be returned and will not be processed. Credit cards must be valid through June 30, 2005, to be considered a proper guarantee.

CHANGES/CANCELLATIONS

All reservation changes/cancellations must be received by NAFSA/Seattle Housing Bureau prior to April 29, 2005. Cancellations made between April 29, 2005 and May 13, 2005 will be subject to a U.S. \$25 cancellation-processing fee. Changes and cancellations made after May 13, 2005, will be subject to forfeiture of the entire \$200 deposit. Only call your hotel directly for changes and cancellations after May 13, 2005.

For official Hotel Reservation Form, see page 46.