

ACCT is coordinating hotel reservations. Your hotel reservation will not be processed unless accompanied by your Summit Registration; the hotel will not honor direct requests. Reservation requests must be submitted to ACCT Registration and Housing and are filled on a first-come, first-served basis.

Contact Information (please print)

LAST NAME		FIRST NAME
COLLEGE OR ORGANIZATION		
TELEPHONE	FAX	E-MAIL
ARRIVAL (CHECK-IN 3 PM)		DEPARTURE (CHECK-OUT 12 NOON)
SHARING ROOM WITH		

Room rates/taxes

PLEASE CHECK ONE: \$227 STANDARD S/D \$247 WARDMAN TOWER S/D \$267 CONCIERGE LEVEL S/D
 SPECIAL REQUESTS: KING BED TWO DOUBLE BEDS

*Plus 14.5% occupancy tax (subject to change). To take advantage of the special rates, please book your reservation by January 9, 2009. All rates are per room, special requests cannot be guaranteed in advance, however the hotel will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.

Payment/Deposits

All reservation requests will require a credit card guarantee or a 1 night's deposit at time of booking. Personal checks, money orders or a valid major credit card will be needed for the deposit. Deposits will be refunded for rooms cancelled 72 hours prior to arrival. Name changes to room reservations may be made up to 3 days prior to arrival at no charge.

Check Payment

If you need to pay your hotel deposit by check, make check payable to Marriott Wardman Park Hotel, and mail it directly to the hotel after January 16 via DHL/FEDX or UPS. Marriott Wardman Park Hotel, Attn: In-House Reservations/Lan Thai, 2660 Woodley Road, Washington, D.C. 20008. All checks must be received at least two weeks prior to your arrival to secure your reservation. Thank you.

Credit Card

VISA MASTERCARD AMERICAN EXPRESS DISCOVER
 CARTE BLANCHE JCB DINERS CLUB

CREDIT CARD NO.	EXP. DATE
-----------------	-----------

SIGNATURE

Mail

Association of Community College Trustees, Dept. 6061, Washington, D.C. 20042-6061
(Only fully completed forms accompanied by your Summit Registration will be accepted.)

Fax 330-963-0319 **Online** www.acct.org

IF YOU HAVE A DISABILITY AND REQUIRE AUXILIARY AIDS, SERVICES OR OTHER ACCOMMODATIONS, PLEASE DESCRIBE YOUR NEEDS BELOW:

Changes & Cancellations

Reservations may be changed or cancelled through ACCT Housing and Registration until January 16. For cancellations after January 16, please contact the hotel directly at 800-228-9290.

Acknowledgements

ACCT Registration and Housing will send you an acknowledgement of your reservation. Please review all information for accuracy. If you do not receive your acknowledgement within 10 to 14 days or have questions regarding your reservation, please contact ACCT Registration and Housing by phone at 330-425-9330 or by email at acct@experient-inc.com. You will not receive a confirmation from the hotel.