

ACCT Leadership Congress 2008 — Hotel Registration



ACCT HOUSING PROCEDURES:

Please read carefully. Deadline for making hotel reservations is Friday, September 26, 2008.

ACCT is coordinating all hotel reservations. Your hotel reservation will not be processed unless accompanied by your Congress Registration. Hotels will not honor direct requests. Reservation requests must be submitted to ACCT's Registration and Housing and are filled on a first-come, first-served basis. Rooms and special group rates may not be available after the deadline.

- **INTERNET:** Visit ACCT's web site at www.acct.org
- **PHONE:** Call the ACCT Registration and Housing at (330) 425-9330
- **FAX:** Fax form to ACCT Registration and Housing (330) 963-0319 (Will only be accepted with credit card information/signature)
- **MAIL:** Mail to Association of Community College Trustees, P.O. Box 714002 Columbus, OH 43271-4002. Only fully completed forms accompanied by your Congress Registration will be accepted at the ACCT Registration and Housing.

Hotel room rate is subject to applicable state and local taxes (currently 8.375% New York State, 5% New York City), plus \$3.50 occupancy per room per night. To take advantage of the special rates, please book your reservation by Friday, September 26, 2008. Special requests cannot be guaranteed, however hotel will do their best to honor all requests. Hotel will assign specific room types upon check-in, based on availability.

CHANGES/CANCELLATIONS

Reservations may be changed or cancelled through the ACCT Registration and Housing until September 26. For cancellations after September 26, please contact the hotel directly.

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 the ACCT Registration and Housing by phone (330) 425-9330 or by email acct@experient-inc.com. You will not receive a confirmation from the hotel.

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 within 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 New York Marriott Marquis, and mail it with a copy of your housing acknowledgement directly to the hotel after September 26. New York Marriott Marquis, 1535 Broadway, New York, NY, 10036. All checks must be received at least two weeks prior to your arrival to secure your reservation.

CREDIT CARD PAYMENT (PREFERRED METHOD):

(Please check one.)

- American Express Diners Club MasterCard
 Visa Discover

Credit Card Number: _____

Expiration Date: (Month/Year) _____

CVV2/CVC2/CID Code: _____

Name on card: (Please print) _____

Signature: _____

ROOM PREFERENCE (RATES):

Special Requests are subject to availability and cannot be guaranteed prior to arrival. Check appropriate boxes:

- Standard Single (\$255.00)
 Corner King (\$297.00)
 Times Square View (\$297.00)
(\$20.00 for each additional person)

GUEST INFORMATION:

First Name: _____

Last Name: _____

College/Organization: _____

Address: _____

City, State, Zip: _____

Daytime phone: _____

Fax: _____

E-mail: _____

Sharing Room with: _____

Arrival: (Check in 4:00 p.m.) _____

Departure: (Check out 11:00 a.m.) _____

- If you are a person with a disability and require any auxiliary aids, services, or other accommodations, check here and describe your accommodation needs:

