

ISPE 2013 Annual Meeting Hotel Reservation Request Form

Hotel accommodations will book fast! Early registration is strongly recommended.

This form will not be processed unless preceded or accompanied by an ISPE Annual Meeting Registration Form.

Reservations need to be made through ISPE.

How to Make a Hotel Reservation

- Online.** Use a credit card and register completely online for the event. Once you have registered for the event online, you will see a link on the order detail page to make your reservation.
- Fax or Mail.** Complete the meeting registration and hotel reservation forms with credit card information and send to ISPE. Once your meeting registration has been completed, your room request will be submitted by ISPE to the Hotel. If you would like to pay by check, please contact ISPE Customer Service to make arrangements, or email ask@ispe.org.

Please send Annual Meeting registration and hotel reservation forms with payment to:
 ISPE Headquarters • 600 N. Westshore Blvd., Suite 900 • Tampa, Florida 33609, USA
 Tel: + 1-813-960-2105, Fax: +1-813-264-2816 www.ISPE.org - FEIN #59-2009272

Official Meeting Dates: Sunday, 3 November to Wednesday, 6 November

Group rate valid three days before and after event. For other dates, contact ISPE.

Primary Attendee:

Name (print) _____ ISPE Member ID # _____

Email Address _____ Company _____

Please reserve one (1) room for _____ people for arrival on _____ departure on _____

Room Type Preferred: Handicapped King Bed Double Beds (all rooms non-smoking)

Estimated Time of Arrival _____

Please notify us in writing if you have any special requirements.

Address _____ City _____

State/Province _____ Zip+4/Postcode _____ Country _____

Tel _____ Fax _____

Name(s) of person(s) sharing accommodations _____

Credit Card Type _____ Credit Card Number _____

Expiration Date _____

I authorize the hotel to charge my account for one night's deposit plus applicable taxes as of 2 October.

Signature _____

Signature is required in order to have reservation processed.

Hotel will not accept any reservations sent directly to them.

We encourage you to make your hotel reservation immediately after registering for the event in order to ensure a room. Changes may be made by following the directions from your hotel acknowledgement email. When sending changes to ISPE, please send them in writing.

ISPE will send the reservations to the hotel on 9 October 2013. The hotel will send out confirmations by email after 10 October 2013. Please do not contact the hotel directly about your reservation until after 11 October 2013.

Nonrefundable Deposit

A deposit of one night is required to hold your room reservation and is nonrefundable after 9 October 2013. Credit cards will be charged one night as of 10 October 2013. Please complete the credit card information in full in order to have a guaranteed reservation.

Cancellation Policy

Washington Marriott - Guests cancelling their stay after 18.00 on the day of check in will be charged their full stay. Omni Shoreham Hotel - Guests cancelling their stay 48 hours prior to check in will be charged their full stay.

Please note that if you do not arrive on the first day of your room reservation, the hotel will charge you a no-show fee equal to one night and may not have a hotel room available when you arrive. Please remember to contact the hotel if you are delayed.

	Please Select Hotel of Choice	Hotel Rate – (Non refundable single night deposit after 9 October)	TOTAL
<input type="checkbox"/>	Washington Marriott Wardman Park – (ISPE 2013 Annual Meeting Headquarters Hotel)	\$269 single/double (excludes tax)	
<input type="checkbox"/>	Omni Shoreham Hotel (located directly across the street from the Marriott.)	\$259 single/double (excludes tax)	
			Total US\$

