

HOTEL REQUEST FORM

NCTM 2010 Annual Meeting and Exposition

San Diego, CA • April 21–24, 2010

Deadline
March 24, 2010

Contact NCTM Housing Reservation Center

Online: www.nctm.org/sandiego
Telephone: (888) 241-8406, North America
(972) 349-7476, Outside North America
7:00 a.m.–7:00 p.m., central time
Monday–Friday

Mail:
NCTM Annual Housing
6400 International Parkway,
Suite 2500
Plano, TX 75093

Fax:
(972) 349-7715

Hotels

List three hotels in order of preference (refer to hotel listing on page 13).

1. _____
2. _____
3. _____

If none of your hotel choices are available at the time of booking, NCTM housing will place you in the next comparable property.

Room Information

List names of all persons to occupy room. (Please print)

Please note that this is for one room only. If you need additional rooms, please submit a photocopy.


- Single (1 person/1 bed) Double (2 people/1 bed)
 Triple (3 people/2 beds) Quad (4 people/2 beds)

1. _____ Arrival _____ Departure _____
2. _____ Arrival _____ Departure _____
3. _____ Arrival _____ Departure _____
4. _____ Arrival _____ Departure _____

(Information on suites and blocks of sleeping rooms is available from NCTM Housing. Please call NCTM Housing for details.)

- Smoking Nonsmoking

NOTE: Because there are a large number of nonsmokers in this group, it is not possible to guarantee that each hotel will be able to accommodate every request for a nonsmoking room.

-  I am in need of an ADA accessible room. I may need special assistance from the hotel in the event of an emergency.
Comments: _____

Payment and Cancellation Information

All hotel reservations must be guaranteed. No reservations will be taken without a guarantee. You may guarantee your reservation with a major credit card, or, you may send in a check made payable to NCTM Annual 2010 Housing covering the hotel's first night room and tax. Credit cards used for guarantee will be charged by the hotel after March 24, 2010. Purchase Orders will not be accepted. If you do not check in on your scheduled arrival date, your credit card will be charged, any deposit will be forfeited by the hotel for a no-show fee. Your reservation will then be canceled and rooms will be on a first come, first serve basis. Please check your confirmation for your hotel's individual cancellation policy. Should you need to adjust your reservation, please contact the NCTM housing reservation center no later than April 8th, 5 pm CST. If you have a last minute change after this date, you will need to call the hotel directly.

- Check enclosed for \$ _____ as a deposit for the first night's lodging (including tax). Make all checks payable to NCTM Annual 2010.

Credit Card Information

MC VISA AMEX
Credit Card Number _____
Expiration Date _____
Name _____
Signature _____ Date _____

Send Reservation Acknowledgment to (please print)

Name _____ Affiliation _____
Address _____
City _____ State/Province _____ Zip + 4/PC _____
Phone (____) _____ Fax (____) _____
E-mail _____