

Housing Reservation Form



SOT | Society of Toxicology

Housing Deadline: Wednesday, February 21, 2007

Reservation Methods (CHOOSE ONLY ONE OPTION)

- A. Visit **www.toxicology.org** for On-line Reservation
B. Or **MAIL** Housing Form to: Visit Charlotte Housing Bureau
500 S. College Street, Suite 300
Charlotte, NC 28202-1873
C. Or **FAX** to (704) 347-1158 (International and Domestic)
D. Or **CALL** (506) 637-0315 (International); (866) 799-8909 (Domestic)
Hours of Operation: 9:00 AM-8:00 PM (EST) Monday-Friday

Society of Toxicology
46th Annual Meeting
March 25-29, 2007
Charlotte, NC

RESERVATIONS MUST BE RECEIVED AT THE HOUSING BUREAU BY WEDNESDAY, FEBRUARY 21, 2007.

Arrival Date: _____ Departure Date: _____
Last Name: _____ First Name: _____ MI: _____
Company: _____
Street Address: _____
City: _____ State/Country: _____ Zip/Postal Code: _____
Daytime Phone: _____ Fax: _____
E-mail: _____
 Non-Smoking Room Requested ADA Special Needs: _____

INDICATE HOTEL CHOICE AND TYPE OF ACCOMMODATION

HOTEL CHOICES (in order of preference)

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

Suites need to be booked and approved through SOT.
Please send your request to **Heidi@toxicology.org**.

TYPE OF ACCOMMODATIONS (circle one)

***Bed type request is based on availability.**
*Some hotels cannot accommodate 2 beds;
please check the hotel descriptions.*
1 person/1 bed 2 people/1 bed
2 people/2 beds 3 people/2 beds
4 people/2 beds

If all six (6) requested hotels are unavailable, please process this reservation according to: (check one) ROOM RATE
 LOCATION

NAME(S) OF ALL ROOM OCCUPANTS

Please note that additional charges may apply to third or fourth person occupying the room. Please indicate age, if a child.

1. _____ 3. _____
2. _____ 4. _____

RESERVATIONS/DEPOSITS

All reservations are being coordinated by the Visit Charlotte Housing Bureau. Arrangements for housing must be made through the Visit Charlotte Housing Bureau and NOT with the hotel directly. All housing reservation forms must be received **by Wednesday, February 21, 2007**. Deposits: A credit card is required to guarantee a room; checks are accepted and should be made payable to the Visit Charlotte Housing Bureau for one night's room/tax at your first choice hotel. If paying by check, mail US funds drawn on a US bank. Full payment can be made through Visit Charlotte. Master Account billing should be arranged directly with the hotel after receiving a reservation acknowledgement. No wire transfers or purchase orders will be accepted for housing.

Credit Card: American Express MasterCard Visa Discover Diners Club

Account Number: _____

Expiration Date (must be valid through 3/07): _____

Card Holder Name (PRINT): _____

Card Holder's Signature: _____

CONFIRMATIONS

Confirmation will be e-mailed, faxed or mailed to you from the Housing Bureau once your reservation has been secured with a deposit. (You will not receive a confirmation from your hotel.) If you do not receive a confirmation within 2 weeks, please call the Housing Bureau.

CHANGES/CANCELLATIONS

All changes to hotel reservations must be made with the Housing Bureau on or before Wednesday, February 21, 2007. If you cancel your reservation after February 21, 2007, you will be charged a \$50 processing fee. Changes and cancellations may be made by phone, fax, or mail, or by e-mailing sot@visitcharlotte.com. Starting February 26th and up to 72 hours prior to your arrival date, changes and cancellations must be made with your assigned hotel. Additional penalty charges may apply—please check with your hotel. Note: some hotels charge an early departure fee.

Any cancellations made within 72 hours of arrival date will result in forfeiture of your first night's deposit and tax. Any new changes after February 26th, please ask the hotel to send you a new e-mail or fax confirmation showing the new changes.

For best availability and immediate confirmation, make your hotel reservation via Internet or by phone. Faxed and mailed housing requests will take longer to process and your hotel selections may not be available.