

# Housing Reservation Form



**SOT** | Society of Toxicology

Housing Deadline: Wednesday, February 20, 2008

## Reservation Methods (CHOOSE ONLY ONE OPTION)

- A. Visit [www.toxicology.org](http://www.toxicology.org) for On-line Reservation
- B. Or **MAIL** Housing Form to: Seattle Housing Bureau  
701 Pike Street, Suite 800  
Seattle, WA 98101
- C. Or **FAX** to (206) 461-5853 (International and Domestic)
- D. Or **CALL** (888) 877-0255 US and Canada; (206) 461-5881 International  
Hours of Operation: 8:30 AM–5:00 PM (PST) Monday–Friday

*Society of Toxicology*  
**47<sup>th</sup> Annual Meeting**  
March 16–20, 2008  
Seattle, WA

## RESERVATIONS MUST BE RECEIVED AT THE HOUSING BUREAU BY WEDNESDAY, FEBRUARY 20, 2008.

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. \_\_\_\_\_

### TYPE OF ACCOMMODATIONS

(circle one)

**\*Bed type request is based on availability.**

*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

Suites need to be booked and approved through SOT.  
Please send your request to [Heidi@toxicology.org](mailto:Heidi@toxicology.org).

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 Seattle Housing Bureau. Arrangements for housing must be made through the Seattle Housing Bureau and NOT with the hotels directly. All housing reservation forms must be received **by Wednesday, February 20, 2008**. Deposits: A credit card is required to guarantee a room; checks are accepted and should be made payable to the Seattle Housing Bureau in the amount of \$200. If paying by check, mail US funds drawn on a US bank. Full payment can be made through the Seattle Housing Bureau. 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 3/08): \_\_\_\_\_

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

The deadline date for new reservation is Wednesday, February 20, 2008. Continue to make any requests through the Seattle Housing Bureau through February 28. If you cancel your reservation after February 20, 2008, you will be charged a \$25 processing fee. Email address is [hotelres@visitseattle.org](mailto:hotelres@visitseattle.org). Starting February 28 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 28, 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.