

Housing Reservation Form



SOT | Society of Toxicology

Housing Deadline: Friday, February 6, 2009

Reservation Methods (CHOOSE ONLY ONE OPTION)

- A. Visit www.toxicology.org for On-line Reservation
- B. Or **MAIL** Housing Form to: BACVA/SOT
100 Light Street, 12th Floor
Baltimore, MD 21202
- C. Or **FAX** to (410) 659-8398 (International and Domestic)
- D. Or **CALL** (800) 282-6632 U.S.A. and Canada; (410) 837-4636 International
Hours of Operation: 8:30 AM–5:30 PM (EST) Monday–Friday

Society of Toxicology
48th Annual Meeting
March 15–19, 2009
Baltimore, MD

RESERVATIONS MUST BE RECEIVED AT THE HOUSING BUREAU BY FRIDAY, FEBRUARY 6, 2009.

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.**

- 1 person/1bed 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.

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 for housing must be made through the Baltimore Housing Bureau and NOT with the hotels directly. All housing forms must be received **by Friday, February 6, 2009**. Deposits: A credit card is required to guarantee a room; checks are accepted and should be made payable to BACVA/SOT equal to one night's room and tax to hold the room reservation. Deposits are refundable minus a \$25 fee if accommodations are cancelled 72 hours prior to arrival. Forms received without a payment will not be processed. If paying by check, mail U.S. funds drawn on a U.S. bank, **to BACVA/SOT Housing, 100 Light Street, 12th Floor; Baltimore, MD 21202**. Full payment can be made through the Baltimore Housing Bureau. 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 3/09): _____

Name on Card (as it appears on card, please 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 booked. (You will not receive a confirmation from your hotel.) If you do not receive confirmation within 2 weeks, please call the Housing Bureau.

CHANGES/CANCELLATIONS

The deadline date for new reservations is Friday, February 6, 2009. Continue to make any requests through the Baltimore Housing Bureau through March 9. If you cancel your reservation after February 12, 2009, you will be charged a \$25 processing fee. Beginning March 10 and up to 72 hours prior to your arrival, changes and cancellations must be made with your assigned 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. For any new changes after March 10, please ask the hotel to send you a new e-mail or fax confirmation showing the new change.

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.