

Housing Reservation Form



SOT

Society of
Toxicology

Housing Deadline: Tuesday, February 8, 2006

Reservation Methods (CHOOSE ONLY ONE OPTION)

- A. Visit www.toxicology.org for On-line Reservation
- B. Or **SEND** Housing Form to: SOT HOUSING BUREAU
2451 Enterprise Parking East
Twinsburg, OH 44087
- C. Or **FAX** to (330) 963-0319 (International and Domestic)
- D. Or **CALL** (330) 405-7884 (International); (800) 676-5026 (Domestic)

Hours of Operation: 8:00 AM-5:00 PM (CST) Monday-Friday

**Society of Toxicology
45th Annual Meeting
March 5-9, 2006
San Diego, CA**

CONFIRMATIONS

Confirmation will be emailed, 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.

RESERVATIONS MUST BE RECEIVED AT THE HOUSING BUREAU BY TUESDAY, FEBRUARY 8, 2006.

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 1ST, 2ND, AND 3RD HOTEL CHOICE AND TYPE OF ACCOMMODATION

(see page 81 for hotel descriptions, rates and map)

HOTEL CHOICES

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/1bed 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

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

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.

RESERVATIONS/DEPOSITS

All reservations are being coordinated by the SOT Housing Bureau. Arrangements for housing must be made through the SOT Housing Bureau and NOT with the hotel directly. All housing reservation forms must be received **by Tuesday, February 8, 2006**. Deposits: **A credit card is required to guarantee a room.** Checks are on an exception basis only, with a \$150 per room deposit limit. If paying by check, mail US funds drawn on a US bank. Full prepayment or 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

Account Number: _____

Expiration Date (must be valid through 3/06): _____

Card Holder Name (PRINT): _____

Card Holder's Signature: _____

CHANGES/CANCELLATIONS

All changes and cancellations in hotel reservations must be made with the Housing Bureau on or before

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to avoid a \$50.00 processing fee. Starting February 13, 2006 and up to 72 hours prior to arrival date, changes and cancellations must be made with your assigned hotel. Additional penalty charges may apply, please check with your hotel.

Please note that some hotels charge an early departure fee.

Any cancellations made within 72 hours of the arrival date will result in forfeiture of the \$150 deposit. Any new changes after Feb. 8, please ask the hotel to send you a new email 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.