

# Housing Reservation Form



**SOT** | Society of Toxicology

**Housing Deadline: Wednesday, February 21, 2018**

## Reservation Methods (CHOOSE ONLY ONE OPTION)

- A. Visit [www.toxicology.org](http://www.toxicology.org) for Online Reservation
- B. **MAIL** Housing Form to:  
SOT Housing Bureau/Connections Housing  
950 Scales Road, Building 200  
Suwanee, GA 30024
- C. **FAX** to 678.228.1920 (Domestic and International)
- D. **CALL** 800.262.9974 (USA Only) or  
404.842.0000 (Domestic and International)
- Hours of Operation:** 8:30 AM–7:00 PM (EST), Monday–Friday

**Society of Toxicology**  
**57<sup>th</sup> Annual Meeting**  
March 11–15, 2018  
San Antonio, Texas

## ACKNOWLEDGEMENT

A reservation acknowledgment will be emailed, faxed, or mailed to you once your reservation has been booked. (You will not receive a confirmation from your hotel.) If you do not receive an acknowledgment within three (3) business days, please call Connections Housing.

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

ATTENDEE  EXHIBITOR

ADA Special Needs: \_\_\_\_\_

## INDICATE HOTEL CHOICE AND TYPE OF ACCOMMODATION

### HOTEL CHOICES (List in the order of your preference)

1. \_\_\_\_\_ 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

Hospitality 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

## TYPE OF ACCOMMODATIONS

\*Bed type request is based on availability.

- 1 person/1 bed  2 people/1 bed  
 2 people/2 beds  3 people/2 beds  
 4 people/2 beds

## 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/GUARANTEES

All reservations for housing must be made through Connections Housing and NOT with the hotels directly. All housing forms must be received by **Wednesday, February 21, 2018**. A credit card is required with each hotel reservation request **for guarantee only**. Forms received without credit card information will not be processed.

All cancellations within 72 hours prior to the day of arrival and no-shows will be charged the first night's room and tax by the hotel. Early departures are subject to penalty fees set by the hotel.

**Credit Card:**  American Express  MasterCard  Visa  Discover

Account Number: \_\_\_\_\_

Expiration Date (Must be valid through 3/18): \_\_\_\_\_

Name on Card (As it appears on card, please print): \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

## CHANGES/CANCELLATIONS

The deadline date for new reservations is Wednesday, February 21, 2018. You may make changes and/or cancellations online, or by contacting Connections Housing at 404.842.0000 or 800.262.9974.

All cancellations made within 72 hours prior to the day of arrival and no shows will be charged the first night's room and tax by the hotel. Early departures are subject to penalty fees set by the hotel.

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