

# Hotel Reservation Form

SGNA 34th Annual Course • May 18–23, 2007 • Baltimore, Maryland

## INSTRUCTIONS

To reserve a room for SGNA choose ONE of the following methods:

**By Internet:** Visit the SGNA Web site at [www.sgna.org](http://www.sgna.org)

or

**By Telephone:** Beginning November 13, 2006, call the SGNA Housing Bureau Monday-Friday, 8:30 am – 5:30 pm ET

**800/282-6632** (toll-free)

**410/837-4626** (international)

or

**By Fax:** Fax a completed Housing Form to **410/659-8398**

or

**By Mail:** Mail your housing form with check/money order deposit only to

SGNA/BACVA Housing Bureau  
100 Light Street, 12th Floor  
Baltimore, MD 21202

## CONFIRMATIONS

The SGNA Housing Bureau will send you a confirmation. Review it carefully for accuracy. If you do not receive a confirmation via e-mail, fax or mail within 14 days after sending request, please contact the SGNA Housing Bureau at 800/282-6632.

## ROOM RATES/TAXES

In order to take advantage of the special SGNA convention rates, be sure to book your reservation by **April 16, 2007**. After April 16th, the official SGNA blocks will be released and the hotels may charge higher rates. All rates are per room night and are subject to a 12.5% tax (subject to change). Some hotels may charge additional fees for rooms with more than one guest. When making your reservation, please indicate room and bedding preferences in the "Special Needs" section of the Housing Form. The hotels will assign specific room types, and any other requests at check-in, based upon availability.

## DEPOSITS

All hotels require a credit card guarantee or check deposit of one night's room and tax with each reservation request. Requests received without a credit card guarantee or check deposit will be returned. Please fill out the credit card information entirely or mail a check payable to the "SGNA/BACVA Housing Bureau."

## CHANGES/CANCELS/REFUNDS

**Cancellations made after March 25, 2007 will be subject to a \$50.00 cancellation fee.** Changes and cancellations should be made through the SGNA Housing Bureau through May 10, 2007. **Any cancellations made after that time will be subject to forfeiture of the entire deposit of one night's room and tax.** Please call your hotel directly, beginning on May 11, 2007, for all changes and cancellations.

## HOTEL INFORMATION

Arrival Day/Date \_\_\_\_\_ Departure Day/Date \_\_\_\_\_

**HOTEL SELECTION:** (List three choices in order of preference).

First \_\_\_\_\_ Second \_\_\_\_\_ Third \_\_\_\_\_

Reservations will be processed on a first-come, first-served basis. If all three requested hotels are unavailable, this reservation should be processed according to:

A comparable room rate     Close proximity to conference site

## ROOM TYPE

# Adults to occupy room \_\_\_\_\_ # Beds requested in room \_\_\_\_\_

List all room occupants (if children, list names and ages):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Non-smoking room requested     Special Needs: \_\_\_\_\_

## PRIMARY GUEST'S CONTACT INFORMATION

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

E-mail Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_

(If number is not within the US, please provide the ENTIRE number the US will need to dial to reach you.)

Company/Institution (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Province \_\_\_\_\_

ZIP/Postal Code, Country \_\_\_\_\_

Send the confirmation via (select one)     e-mail     fax     mail

## DEPOSIT INFORMATION

**All hotels require a credit card guarantee or check deposit of one night's room and tax with each reservation request. Housing Forms received without a deposit or credit card guarantee will be returned.**

Credit Card

Type of card:     American Express     MasterCard     Visa

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name of Card Holder \_\_\_\_\_

Check enclosed made payable to SGNA/BACVA Housing Bureau.

**Mail to:** SGNA/BACVA Housing Bureau, 100 Light Street, 12th Floor, Baltimore, MD 21202.

**Only housing forms accompanied by checks will be accepted via mail; all others should be faxed to the SGNA Housing Call Center at 410/659-8398.**

DO NOT SEND THIS FORM TO SGNA HEADQUARTERS. SEND IT TO THE SGNA/BACVA HOUSING BUREAU. PLEASE USE ONE FORM PER ROOM. MAKE COPIES AS NEEDED.

**FORMS MUST BE COMPLETELY FILLED OUT. INCOMPLETE FORMS WILL BE RETURNED AND WILL NOT BE PROCESSED.**

Signature \_\_\_\_\_ Date \_\_\_\_\_