



Published Deadline: April 16, 2010

Office Use Only: Acknowledgment/Confirmation # \_\_\_\_\_

## ATTENDEE RESERVATION REQUEST

### Important Information

San Diego Convention Center Housing Services is the official housing company for ONS 35<sup>th</sup> Annual Congress. Arrangements for housing must be made through San Diego Convention Center Housing Services and not the hotel directly. All hotel reservations must be received by April 16, 2010 at 5:30PM CT. All guests must be registered for the conference. Register with ONS prior to booking your hotel accommodations. A hotel access code will be provided by ONS upon conference registration and is required to access the ONS block. After the deadline date, April 16, 2010: the ONS housing block is closed and you are responsible for securing your own accommodations. Do not call or send this form to ONS headquarters office or individual hotels. It will delay processing your request.

**Hotel Rates:** Rates listed are in US Dollars and are subject to state and local tax.

**Reservation Guarantee:** Credit Card Guarantee: A credit card valid through the last day of the meeting is required to process and guarantee each reservation. Hotel may charge the credit card provided upon receipt of reservation.

**Confirmations:** A reservation confirmation will be e-mailed to you from ONS 35<sup>th</sup> Annual Congress/San Diego Convention Center Housing Services once your reservation has been confirmed. You will not receive a confirmation from your hotel. If you do not receive a confirmation within 3 business days, please call 847-996-5875 or e-mail onsexh@experient-inc.com. Make sure to check your spam e-mail box.

**Changes and Cancellations:** All changes and cancellations must be made with ONS 35<sup>th</sup> Annual Congress/San Diego Convention Center Housing Services on or before 5:30PM CT on April 16, 2010. Beginning on Thursday, April 22, 2010 contact hotels directly. Any cancellations made within 72 hours of arrival or failure to arrive on your confirmed date will result in one night's room and tax charged to the credit card provided. Penalties for early departures are enforced and vary.

### By Internet:

www.ons.org/Congress2010  
Have your credit card, arrival and departure information ready.  
**\*\*Easiest and quickest way to make and confirm a reservation\*\***

### By FAX: Please copy form for multiple reservations.

Fax completed form to:  
800-521-6017 (domestic)  
847-996-5401 (international)

### By Mail: Please copy form for multiple reservations.

Complete each part below in detail for correct and rapid processing.  
ONS 35<sup>th</sup> Annual Congress/San Diego Convention Center Housing Services  
568 Atrium Drive  
Vernon Hills, IL 60061-1731

### Phone

800-967-4590 (domestic)  
847-996-5875 (international) Please have your credit card, arrival and departure information ready.  
Monday to Friday  
8:00am – 5:30pm CT

### Reservation Information

PRINT CLEARLY

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

Hotel Selection: Write preferred hotels below. Hotel and room type will be honored based on availability. If your choices are not available, we will select another hotel based on (check one)  comparable rate  location  distance to event venue  do not book if choice is not available

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Room Type:  Single (one person)  Double (two people)  Triple (three people)  Quad (four people)

Special Requests: Requests are based on availability at time of check-in and not guaranteed

Smoking Special Request; \_\_\_\_\_



Requirements:  Audio  Visual  Mobile  Other, explain \_\_\_\_\_

First Name: \_\_\_\_\_ Last/Family Name: \_\_\_\_\_

Sharing with the following person (s) : \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

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

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail: \_\_\_\_\_ e-mail address is mandatory to receive a confirmation

Credit Card Information:  American  MasterCard  Visa  Discover Credit Card must be valid through the last date of the reservation

Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_