

# TRAVEL AND HOTEL INFORMATION



## Accommodations Map

### Hyatt Regency Phoenix Hotel (Headquarter Hotel)

122 North Second Street  
Phoenix, AZ 85004  
602-252-1234  
\$175 Single            \$195 Triple  
\$185 Double            \$205 Quad

### Wyndham Phoenix Hotel

50 East Adams Street  
Phoenix, AZ 85004  
602-333-0000  
\$165 Single            \$185 Triple  
\$175 Double            \$195 Quad

### Holiday Inn Express Hotel & Suites Downtown Phoenix

620 North Sixth Street  
Phoenix, AZ 85004  
602-452-2020  
\$129 Single/Double    \$149 Quad  
\$139 Triple

### SpringHill Suites by Marriott Phoenix Downtown

802 East Van Buren  
Phoenix, AZ 85006  
602-307-9929  
\$109 Single/Double/Triple/Quad

## Shuttle Coupon

This certificate entitles holder to \$1 off shuttle service to/from Sky Harbor airport and downtown Phoenix hotels.

Authorized by: M. Bruneau

Not redeemable for cash. Please present to shuttle driver.

## ARRIVE!

It's all about getting there....

(602) 286-6161

(888) 604-6552

Please press "25" from hotel courtesy phone center in baggage claim.

FOR ONS GROUP

## Travel Agency

Navigant International is the official agency of the 2005 Institutes of Learning. Take advantage of the toll-free number (800-786-4557) and reduced airfare provided for Institutes of Learning participants.

## Weather

The average temperature in Phoenix in early November ranges from a high of 85° to a low of 57°. Visit [www.weather.com](http://www.weather.com) closer to IOL for more detailed weather reports. You may want to bring a sweater to IOL, as the meeting rooms are sometimes cool from the air conditioning.

## Safety

It is always suggested that you walk in pairs when traveling around the city.

## Ground Transportation

### Airport Shuttle Service

#### From Sky Harbor Airport to Hotel

When you get off of your plane, follow the signs to "Ground Transportation" and "Baggage Claim." After getting your luggage, look for the courtesy phone boards, which are located in each baggage claim area. The phone boards list various hotels with a number to call for transportation. The number listed for the ONS hotels (Hyatt Regency Phoenix Hotel, Wyndham Phoenix Hotel, Holiday Inn Express Hotel and Suites, and SpringHill Suites) is 25. An Arrive! operator will ask for your name and give you directions to the 'blue diamond' pick up area located outside each terminal. Within minutes, your vehicle with the Arrive! front license plate will pull up and the driver will ask for you by name.

Tickets are \$8 one way (please see coupon to the left). Sky Harbor Airport is located four miles from Phoenix Civic Plaza Convention Center and the ONS hotels.

# HOTEL RESERVATION FORM

Please complete this form and fax or mail it to the address provided to the left.



**INSTRUCTIONS:** For best availability, make your reservation online through [www.ons.org](http://www.ons.org). Faxed or mailed housing requests will take longer to process and your hotel choices may not be available.

**INTERNET:** Make reservations through [www.ons.org](http://www.ons.org).

**FAX:** Use one form per room request; make copies as needed. Fax fully completed forms with credit card authorization to 602-256-5292.

**MAIL:** Send your completed form with credit card authorization or a check or money order equal to one night's deposit plus tax, currently 12.07%, to ONS Housing Bureau c/o GPCVB, 400 East Van Buren Street, Suite 600, Phoenix, AZ 85004-2290.

**TELEPHONE:** NO PHONE RESERVATIONS WILL BE ACCEPTED. For questions only call ONS Housing Bureau at 602-452-6269. For changes or cancellations e-mail [hsgcoor@visitphoenix.com](mailto:hsgcoor@visitphoenix.com) or fax 602-256-5292.

**DEPOSITS:** One night's room plus 12.07% tax (subject to change) is required to process each reservation request. Deposits with a credit card may be processed by the hotel after October 17, 2005. Check deposits should be made payable to ONS Housing Bureau.

**ROOM RATES/TAXES:** To take advantage of the special ONS rates, book your reservation by **October 10, 2005**. After October 10, 2005, ONS room blocks may be released and hotels may charge higher rates. All rates are per room and are subject to 12.07% tax (subject to change). Special requests cannot be guaranteed. Hotels will do their best to honor all requests and, based on availability, will assign specific room types upon check-in.

**ACKNOWLEDGEMENTS:** Please review all information for accuracy. The ONS Housing Bureau system will generate an emailed, faxed, or mailed acknowledgement after processing. If you do not receive your acknowledgement within 14 days, please contact the ONS Housing Bureau immediately. You may modify or cancel your reservation online through [www.ons.org](http://www.ons.org). You will not receive a confirmation from the hotel. Hotels receive reservation information after October 17, 2005.

**MODIFICATIONS – CANCELLATIONS:** Continue to make, modify, or cancel through 4 pm MST on October 17, 2005, via the Housing Bureau. Reservations secured by a check will be assessed a \$25 processing/cancellation fee if cancelled in entirety at any time. Rooms guaranteed with a credit card will be subject to a \$25 cancellation/processing fee after 4 pm MST October 10, 2005. Your full deposit will be forfeited if you do not cancel your entire reservation 72 hours prior to your scheduled arrival date. Beginning October 18, 2005, you should contact the hotels directly.

## ONS Sixth Annual Institutes of Learning November 11-13, 2005 • Phoenix, Arizona

### GUEST INFORMATION (one form per room)

Arrival date \_\_\_\_\_ Departure date \_\_\_\_\_  
 First name \_\_\_\_\_ M.I. \_\_\_\_\_ Last name \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Daytime phone \_\_\_\_\_  
 Evening phone \_\_\_\_\_ Fax \_\_\_\_\_  
**For phone and fax numbers—if you are outside the USA, please provide country and city access numbers**  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/state/province \_\_\_\_\_  
 Zip/postal code/country \_\_\_\_\_

### HOTEL SELECTION

Please list four choices in order of preference  
 First \_\_\_\_\_ Third \_\_\_\_\_  
 Second \_\_\_\_\_ Fourth \_\_\_\_\_  
**If requested hotels are not available, a reservation will be made at the next available hotel.**  
**Please indicate preferred criteria for choices:**  
 Comparable room rate  Proximity to conference site  
 # of occupants 1 2 3 4 # of beds requested 1 2  
 List all room occupants:  
 1 \_\_\_\_\_ 2 \_\_\_\_\_  
 3 \_\_\_\_\_ 4 \_\_\_\_\_  
 Check here if you have a disability requiring special services  Nonsmoking room request  
 Special requests: \_\_\_\_\_

### DEPOSIT INFORMATION

All hotels require a deposit of one night's room plus 12.07% tax with each reservation request.  
 Check – payable to ONS Housing Bureau  
 If guaranteed with a check, all reservations cancelled at any time will be subject to a \$25 cancellation/processing fee.  
 Credit card – please be advised your credit card must be valid through October 2005 or your reservation will not be processed. Deposits may be charged to your credit card by the hotel after October 17, 2005.  
 American Express  MasterCard  Discover  Visa  

Card number	
Name on credit card	
Expiration date*	
Cardholder's signature	

**\*Necessary to process reservation**  
 If you have questions, please call 602-452-6269 or email [hsgcoor@visitphoenix.com](mailto:hsgcoor@visitphoenix.com).