

M&M 2010 Housing Instructions & Form

Hotel reservation requests may be submitted for M&M 2010 via ONE of the following methods: (available beginning January 5, 2010)

- INTERNET** Make your reservation at the M&M 2010 website at www.microscopy.org - "Hotel and Travel."
- FAX** Use one form per request; make copies as needed. Fax fully completed forms with valid credit card to (503) 275-9782.
- PHONE** Call the M&M 2010 Housing Bureau, 9:00am–5pm PT, Monday-Friday toll free: 1-877-678-5263, #2, or 1-503-275-9293 (international).
- MAIL** Mail fully completed forms with valid credit card (no checks, please) to: M&M 2010 Housing Bureau c/o Travel Portland
1000 SW Broadway, Suite 2300
Portland, OR 97205
- QUESTIONS?** Send an e-mail to: housing@travelporland.com or call 1-877-678-5263, ext. 2.

ACKNOWLEDGEMENTS

The M&M 2010 Housing Bureau automatically sends acknowledgements by e-mail once the request has been processed. You will not receive a confirmation from the hotel. Please review it carefully for accuracy and print a copy for your records. If you do not receive a confirmation within 2 business days after any transaction, please contact the M&M 2010 Housing Bureau via phone 1-877-678-5263, ext. 2 or e-mail housing@travelporland.com.

PAYMENT

All hotels require a valid credit card to process each reservation request (Visa, MasterCard, American Express or Discover). Requests received without valid credit card information will be returned and will not be processed. Credit cards must be valid through August 31, 2010.

ROOM RATES/TAXES

To take advantage of the special M&M 2010 rates, book your reservation by **July 7, 2010**. After that date, M&M room blocks may be released and hotels may charge higher rates. All rates are per room night and do not include 12.5% occupancy tax (subject to change). Some hotels may charge additional fees for rooms with more than one occupant.

Special requests cannot be guaranteed. Hotels will do their best to honor all requests. The hotels will assign specific room types at check-in, based on availability.

CHANGES & CANCELLATIONS – IMPORTANT – PLEASE READ!

Before July 22, 2010: Changes to name, stay dates, address or special requests can be made on-line through the housing portal at www.microscopy.org. You may contact the M&M 2010 Housing Bureau (email, phone or fax) to modify or cancel your reservation. Cancellations made after **July 7, 2010** will forfeit a \$50 cancellation fee. Cancellations made within 72 hours of arrival date will forfeit one night's room and tax charges.

After July 22, 2010: All changes and cancellations must be made directly with the assigned hotel. Do not contact the hotel directly until AFTER July 22, 2010.

DON'T BE A NO-SHOW!

Your hotel will hold your reservation for your given arrival date. If you arrive after that date, your reservations will have been cancelled and your deposit of one night's room and tax will be forfeited.

A KIND NOTE ABOUT CALLING THE HOTEL "JUST TO BE SURE"

Please do not call your hotel "just to be sure" until after July 22, 2010. Please understand that processing your reservations from the Housing Bureau into the hotel systems may take several days. Rest assured that if you have received a confirmation already from the M&M 2010 Housing Bureau, the hotel will honor your booking. Thank you for your consideration.

GROUP/EXHIBITOR BLOCK RESERVATIONS (PLEASE READ CAREFULLY, as some aspects regarding group reservations have changed!)

To reserve a group of reservations, please contact the M&M 2010 Housing Bureau via the email address or phone number for special assistance. All groups utilizing 25 or more rooms on a given night will need to sign a separate housing contract. All group rooming lists will be due by June 1, 2010.

GUEST INFORMATION

Use one form for each room requested – make copies as needed.

Arrival Date _____ Departure Date _____
First Name: _____ M.I. _____
Last Name: _____
E-mail Address: _____
Phone: _____ Fax: _____
**If providing international telephone numbers, please include country and city access numbers*
Company: _____
Address: _____
Address 2: _____
City/State/Province: _____
Zip/Postal Code, Country: _____

HOTEL and ROOM INFORMATION

Please list the names of four hotels in order of preference.

First: _____
Second: _____
Third: _____
Fourth: _____

If all requested hotels are unavailable, a reservation will be made at the next available hotel.

Please indicate criteria for placement:

Proximity to convention center Comparable room rate
Circle # of beds requested: 1 2 Circle # of occupants: 1 2 3 4
List all room occupants: _____

Check here if you have a disability requiring special services. Non smoking request
Special requests: _____

GUARANTEE INFORMATION

All reservation requests must include guarantee information. Requests received without proper guarantee information will NOT be processed. The preferred and easiest method of guarantee is with a credit card (valid through the dates of the convention). If you do not have a credit card to use for guarantee, check deposits in the amount of US \$175 (per room requested) will be accepted via mail only. This deposit will be applied toward your hotel room(s). Make all check payments payable to: Travel Portland Housing, 1000 SW Broadway, Suite 2300, Portland, OR 97205

American Express Discover Diner's Club MasterCard Visa

Card Number: _____ Exp. Date: _____

Name on Credit Card: _____

Cardholder's Signature* _____

**Necessary to process reservation*

Notice regarding cancellation fees and dates to keep in mind:

Cancellation requests received after July 7, 2010 will be subject to a US \$50 fee. Cancellations made within 72 hours of the scheduled arrival date are subject to a fee equal to one night's room rate plus tax. These fees will be charged to the credit card used to make the reservation. Check cancellations will incur a US \$50 processing fee and any hotel cancellation fees (if applicable).