

QUESTIONS, CHANGES, & CANCELLATIONS - IMPORTANT - PLEASE READ!

Email richmondvahousing@yahoo.com and be sure to include the M&M 2009 conference name and your acknowledgement number. Continue to make, change or cancel reservations through June 29, 2009 midnight ET via the M&M 2009 Housing Bureau (fax or online). Beginning July 16, 2009, you should contact hotels directly about your reservation. Cancellations should be made by June 29, 2009 to avoid a cancellation penalty. Cancellations made on/after June 29, 2009 will be charged a \$50 cancellation fee. Cancellations made after July 15, 2009 will forfeit the deposit of one night's room and tax to the hotels.

~DO NOT CALL TO BOOK YOUR RESERVATION~

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 15, 2009. Rest assured that if you have received a confirmation already from the M&M 2009 Housing Bureau, the hotel will honor your booking. Thank you for your consideration.

EXHIBITOR BLOCK RESERVATIONS

Exhibiting companies that need to reserve a group of reservations should contact the M&M 2009 Housing Bureau via the email address or phone number for special assistance. All group rooming lists will be due by June 1, 2009.

RICHMOND, VIRGINIA

All M&M 2009 Conference hotels are within a 10-block radius from the Richmond Convention Center in downtown Richmond. Room rates listed below, plus tax, are available exclusively to attendees of the M&M 2009 Meeting. Hotel reservations may be made after December 1, 2008. Visit the M&M 2009 website, and click on the Richmond/M&M 2009 link for further details.

Within a day's drive of half of the U.S. population, Richmond, VA is at the junction of I-95 and I-64. Located two hours south of Washington, D.C. and two hours west of the Atlantic Coast, Richmond is easily accessible by plane, train, bus or car.

The Richmond International Airport (code RIC) is located 15 minutes from downtown. Eight major carriers offer non-stop flights to 21 cities, with connecting service to destinations worldwide.

AMTRAK provides daily rail service on several routes to Richmond's Main Street Station (downtown Richmond) and Staples Mill Road Station (suburban Richmond). Visit www.amtrak.com or call 1-800-USA-RAIL for routes, fares and reservations.

For information regarding visiting the Richmond area, log onto www.visit.richmond.com.

M&M 2009 - Hotels & Conference Rates

Rates include shuttle bus service to & from convention center and Sunday social event, where indicated.

Hotel Name <small>(all hotels listed are located in downtown Richmond)</small>	M&M 2009 Conference Rate <small>(add 13% tax)</small>	Total # Rooms in Block	Distance from Conv. Center	Shuttle to Convention Center?	Shuttle to Sunday Social Event?
Marriott*	\$145 s/d	275	Across street	No	Yes
Hilton Garden Inn*	\$140 s/d	200	Across street	No	Yes
Crowne Plaza	\$144 s/d	175	5 blocks	Yes	Yes
Omni	\$145 s/d	250	10 blocks	Yes	Yes
The Jefferson	\$162 s/d	175	7 blocks	Yes	Yes
Doubletree	\$110 s/d	100	9 blocks	Yes	Yes
Holiday Inn Express	\$129 s/d	50	6 blocks	Yes	Yes
Linden Row	\$109 s/d	50	5 blocks	Yes	Yes

*Add \$2.60/night Community Development Assessment Tax

INTERNET available beginning 12: Noon ET on December 1, 2008

Make your reservation at the M&M 2009 website at <http://MM2009.microscopy.org>. Click on "Hotel and Travel." Internet reservations will be accepted beginning on December 1, 2008.

FAX available beginning 12: Noon ET on December 1, 2008

Use one form per request; make copies as needed. Fax fully completed forms with valid credit card to (804) 780-2577. Faxed reservations will be available beginning December 1, 2008.

MAIL available beginning December 1, 2008

Mail fully completed forms with valid credit card (no checks, please) to:
 M&M 2009 Housing Bureau
 401 N. 3rd Street
 Richmond, VA 23219

DEPOSITS

All hotels require a credit card guarantee to process each reservation request. Requests received without a credit card guarantee will be returned. Credit cards must be valid through July 31, 2009 in order to be considered a proper guarantee. **NO CASH OR CHECK DEPOSITS WILL BE ACCEPTED.**

ROOM RATES/TAXES

To take advantage of the special M&M Meeting rates, book your reservation by June 29, 2009. After June 29, 2009, M&M 2009 room blocks may be released and hotels may charge higher rates. All rates are per room night and do not include 13% tax. Some hotels may charge additional fees for rooms with more than one occupant. When making reservations, please provide room and bedding preferences on the Housing Form. The hotels will assign specific room types upon check-in, based on availability.

Please specify on the form if you require special accommodations or have special needs due to disability, health concerns, or physical challenges.

CONFIRMATIONS

The M&M 2009 Housing Bureau will send a confirmation after each reservation booking, modification, or cancellation. Please review it carefully for accuracy. If you do not receive a confirmation via e-mail, fax or mail within 14 days after any transaction, please contact the M&M 2009 Housing Bureau via phone # (804) 783-7490 or richmondvahousing@yahoo.com. You may modify or cancel your reservation online at <http://mm2009.microscopy.org> if you included an email address on your initial booking. You will not receive an acknowledgment or confirmation from the hotel. Hotels will receive reservation information between June 29 – July 17, 2009.

IF YOU NEED TO PAY THE HOTEL BY CHECK

Each hotel has differing policies regarding check payments. If you need to pay your hotel with a check, please contact your confirmed hotel at least 7-10 days prior to your arrival to inquire about check payment procedures.

QUESTIONS??

If you have questions, please contact the M&M 2009 Housing Bureau at richmondvahousing@yahoo.com or call (804) 783-7490 (M-F, 9:00 AM – 5:00 PM). **SORRY, NO PHONE RESERVATIONS.**

HOTEL RESERVATION FORM

For best availability, make your reservation:

Via Internet: <http://MM2009.microscopy.org> or fax: (804) 780-2577

Arrival Date		Departure Date	
First Name	M.I.	Last Name	
Daytime Phone		Fax	
E-Mail Address		If providing international numbers, please include country and city access numbers	
Company			
Address		City/State/Province	
ZIP/Postal Code		Country	

HOTEL SELECTION

Hotel Choices <i>in Order of Preference</i>	Hotels	M&M 2009 Meeting Rate <i>(add 13% to get your complete rate)</i>
	Marriott*	\$145 s/d
	Hilton Garden Inn*	\$140 s/d
	Crowne Plaza	\$144 s/d
	Omni	\$145 s/d
	The Jefferson	\$162 s/d
	Doubletree	\$110 s/d
	Holiday Inn Express	\$129 s/d
	Linden Row	\$109 s/d

**Add \$2.60/night Community Development Assessment Tax*

If your preferences are not available, your reservation will be placed at an alternate hotel.

Non-smoking room

Check here if you have a disability requiring special services

of occupants _____ # of beds requested _____

List all room occupants (including self): _____

Special Requests: _____

DEPOSIT INFORMATION

All reservations must be accompanied by a guarantee of one night's room and tax. Housing forms received without a valid credit card will not be processed. Credit cards must be valid through July 31, 2009.

American Express Discover MasterCard Visa

Card # _____ Expiration Date _____

Name on credit card _____

Cardholder's signature* _____

*Necessary to process reservation

Hotel reservations can be made through the M&M 2009 Housing Bureau between December 1, 2008 and June 29, 2009. After June 29, please contact hotels individually to make reservations. Tax rate of 13% is subject to change without notice.