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@travelportland.com or call 1-877-678-5263, ext. 2.

ACKNOWLEDGMENTS
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@travelportland.com.

PAYMENT
All hotels require a valid credit card to process each reservation request (Visa, MasterCard, American Express or Discover). Requested or 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:
Cancellations 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).