

Experimental Biology 2007: April 28-May 2: Washington DC
Reservations must be received by March 23, 2007

Attendees are strongly encouraged to make hotel reservations early to guarantee hotel rates and availability. Sleeping room requests for all convention hotels will be handled by the EB Housing Bureau (ITS). This is a service provided to EB attendees by the Washington Convention & Tourism Corporation (WCTC). EB does not process hotel reservations. You can make hotel reservations in any of the following ways:

Web (24 hours): www.eb2007.org

Telephone: Mon - Fri, 8:00 AM-5:00 PM CST: **800-492-7886** (U.S. & Canada) or **847-940-4211** (International)

Fax (24 hours): 800-521-6017(US & Canada); **847-940-2386** (International)

Mail: EB 2007 Housing, ITS for WCTC, 108 Wilmot Road, Suite 400, Deerfield, IL 60015-5124

MAKING RESERVATIONS: please have the following information available:

- | | |
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| 1. Name of Convention: EB Annual Meeting | 7. Credit card type, account number, expiration date and billing name and address |
| 2. 1st, 2nd and 3rd choice of hotel | 8. Names of all occupants of room |
| 3. Arrival/departure dates | 9. Email Address/Fax number to which confirmation is to be sent. |
| 4. Number of rooms requested | 10. Daytime telephone number |
| 5. Type of room (single/double, etc.) | |
| 6. Number of people in party | |

DEPOSIT: A \$150 deposit for a standard room, \$300 for a one-bedroom suite and \$450 for a two-bedroom suite is required to confirm **all** reservations. The deposit amount is payable by credit card or check only (if you are paying by check, all funds must be in U.S. dollars, drawn on a U.S. bank). **A reservation will not be held without the required deposit.**

Credit Card: Your credit card will be charged immediately. Most major credit cards are accepted (VISA, MasterCard, American Express, Discover, Diners Club). You will not receive a confirmation from each hotel. Each hotel will honor the housing bureau acknowledgement.

Checks: Your deposit check should be made payable to Experimental Biology/WCTC Housing and mailed to ITS/EB Housing Bureau, 108 Wilmot Road, Suite 400, Deerfield, IL 60015-5124. No checks will be accepted after **March 23, 2007**. You will not receive a confirmation from the hotel. Each hotel will honor the housing bureau acknowledgement.

Changes/Cancellations/Refunds: Prior to **March 26**, all changes and cancellations should be made directly with the housing bureau. There are no penalties for changes or cancellations prior to **March 26**. **Beginning March 30** changes and cancellations should be made directly with the hotel. Cancellations made after **March 26** and prior to 72 hours before your scheduled arrival will be refunded less a processing fee of \$18. Reservations cancelled within 72 hours of arrival will forfeit the deposit.

First Name: _____ Last Name: _____
Company/Institution: _____
Address: _____
City: _____ State/Province: _____ Zip: _____
Country: _____
Tel: _____ Fax: _____ Email: _____

HOTEL INFORMATION – choice of hotel will be honored based on availability. If your choices are not available, we will select another hotel based on either (check one) lowest rate distance to the meeting (prefer to be closer to the event)

Hotel Selection: 1. _____ 2. _____ 3. _____
Arrival Date: _____ Single Double Triple Quad 1BR Suite 2BR Suite
Departure Date: _____ Non-Smoking* Smoking* King* Double/Double*
**requests are not guaranteed and are based upon availability*

Special Needs (see attached note if you need more room) _____
Sharing with the following person(s) _____

Payment Information: Visa MasterCard Discover AMEX Diner's Card
Credit Card # _____ Exp: _____
Name on Card: _____
Signature: _____