

Hotel Reservation Request Form
IEEE Power Engineering Society 2001 Winter Meeting

January 28 – February 1, 2001 Columbus, Ohio USA

Housing Reservation Deadline: Friday January 12, 2001. Higher rates may apply to reservations made after this date!

IMPORTANT INSTRUCTIONS (please print or type all information)

1. Reservation Requests are processed on a first-come, first-served basis.
2. **Acknowledgement** of your request, which will be sent by the Housing Bureau, and **confirmation** of your reservation, which will be sent by the hotel, will be directed to the individual named below.
3. If additional rooms are needed, please make a copy of this form.
4. To guarantee your room you **MUST** supply your credit card number on this form, or send a check to the hotel **after** you receive confirmation. **Credit cards will be used for guarantee purposes only.**
5. All changes and cancellations prior to the housing deadline (Jan. 12) must be submitted to the Housing Bureau via mail, fax, or email to housing@columbuscvb.org. No phone calls please. After the deadline, you may contact your hotel directly. Please see hotel confirmation for specific hotel policies regarding cancellations. For room upgrades, please contact your assigned hotel.

Name: _____

Affiliation: _____

Address: _____

City: _____ **State/Country:** _____ **Postal Code:** _____

Daytime Phone: _____ **Fax:** _____

Email Address: _____

Names of all room occupants (required if requesting a double, triple, or quadruple room)

_____/_____/_____/_____

Credit Card # _____ **Expiration Date:** _____

Cardholders's Name: _____ **Signature:** _____

Hotel Preference: You must indicate three choices. Please place a number 1-3 in the first column indicating which hotels are your first, second and third choices and circle the type of room you are requesting. Every attempt will be made to reserve a room at one of the choices you indicated, but an alternate hotel will be assigned if necessary.

Listed rates do not include the 15.75% hotel tax.

<u>1-3</u>	<u>Hotel</u>	<u>Single</u>	<u>Double</u>	<u>Db/Db</u>	<u>Triple</u>	<u>Quad</u>
___	Hyatt Regency Columbus <i>Conference Headquarters Hotel</i>	\$126	\$136	\$136	\$146	\$156
___	Crowne Plaza <i>Attached to Headquarters Hotel</i>	\$115	\$125	\$125	\$135	\$145
___	Adam's Mark Hotel <i>4 Blocks from Headquarters Hotel</i>	\$107	\$117	\$117	\$127	\$137
___	Hyatt on Capitol Square <i>6 Blocks from Headquarters Hotel</i>	\$124	\$134	\$134	\$144	\$154

Arrival Date/Time _____ **Departure Date** _____

List any special needs/requests _____

Mail or fax forms to:

GCCVB Housing Bureau/IEEE, 90 N. High Street, Columbus, Ohio 43215

Fax: +1 614 222 6140

Housing application available on-line at www.ieee.org/power. Click on WM2001 button.