

NECC 2004



Housing Reservations—AzTEA

USE OUR ONLINE HOUSING SERVICE (WWW.ISTE.ORG/NECC) FOR FASTER CONFIRMATIONS AND MORE SELECTION FEATURES—INCLUDING AN INTERACTIVE MAP AND REAL-TIME INVENTORY.

HOTEL RESERVATIONS AND CONFERENCE REGISTRATION ARE SEPARATE PROCESSES—REMEMBER TO REGISTER AT WWW.ISTE.ORG/NECC

1. Faxed or mailed Housing Forms requesting new reservations must be received at the Housing Bureau no later than April 16, 2004. Do not send housing forms with your conference registration.
2. To ensure that your request is handled quickly and efficiently, please print or type all requested information.
3. No telephone reservations will be accepted. For customer service or questions regarding this form, call 1.888.858.9330. Reservations made online will receive confirmations via e-mail within 24 hours, if a valid e-mail address has been provided. If no e-mail has been provided, or if e-mail sent to you is returned undeliverable, you will receive a confirmation via fax or regular mail within 5–7 business days. Reservations made via fax or regular mail using this form will be processed on a first-come basis and confirmed within 5–7 business days via e-mail, if a valid e-mail address has been provided or by fax or regular mail.
4. Hotels will not be sending individual confirmations—you will be able to use your housing bureau acknowledgment upon check-in as proof of your reservation.
5. Rooms requested via this form are assigned on a first-come, first-served basis as we receive them. If rooms are no longer available in the first eight hotels of your choice, you will be placed in a hotel based on availability.
6. All room reservations require a credit card to process your reservation. Your credit card is required as a guarantee and may be charged in advance of your arrival. Your card will be charged if you cancel after the cancellation deadline or if you fail to show up on your expected arrival date. (See # 10 for cancellation policy). Should you wish to pay by check, please plan to hand carry the check with you to the hotel and provide at check-in. **DO NOT SEND ANY CHECK DEPOSITS TO THE HOUSING BUREAU OR THE HOTELS PRIOR TO ARRIVAL.**
7. If you are sharing a room, send only one form with the earliest arrival date, names, phone, and fax of those sharing your room, including children.
8. One name must be submitted for each room requested, and multiple rooms may not be held under a single name. Rooms submitted under a school, district, or company name alone will not be accepted.
9. All changes to your reservation must be made by June 7, 2004. Date changes will be made on a space-available basis. You can make changes to the name, address, date, special room requests, room type, and roommates portions of your reservation online or you can make any/all changes via fax, mail, or e-mail (see below for contact information).
10. **IMPORTANT:** Any cancellations must be received by the housing bureau by June 7, 2004 (online, fax, mail, or e-mail). Cancellations received by April 1, 2004, will not be charged a fee. All cancellations received between April 2 and June 7, 2004, will be subject to a \$100 cancellation fee. If you need to cancel after June 7, 2004, you must do so directly with the hotel and you will be charged according to each individual hotel policy. Our cancellation policy applies to all reservations, including those made after April 1, 2004.
11. All charges are subject to a 13% state and room tax. Some hotels may also attach additional surcharges. Please verify these charges directly with the hotel upon receipt of your acknowledgment. All hotels will require a credit card or an approximated amount of cash for incidentals for the entire stay upon check-in.

NECC 2004 HOUSING BUREAU • 2450 EDISON BLVD., SUITE 2 • TWINSBURG, OH 44087
FAX: 330.963.0319 • E-MAIL: necc04@conferon.com

Last Name _____ First Name _____

School/Company _____

Address _____

City _____ State _____ Zip _____

Country _____ Home Ph _____

Office Ph _____ Fax _____

E-mail _____

OCCUPANT CATEGORY *(check one only)*

Attendee Exhibitor Volunteer

Arrival Date: _____ Departure Date: _____

HOTEL PREFERENCE Use our online service to access real-time room inventory. No choices to make—you can see availability as you reserve!

- | | |
|-----------------------------|----------|
| 1. SPRINGHILL SUITES | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

ROOM TYPE REQUESTED (based on availability; cannot be guaranteed)

- Single—1 person/1 bed Double—2 people/2 dbl. beds
 Triple—3 people/2 dbl. beds Quad—4 people/2 dbl. beds
 King Bed Smoking
 ADA needs/requests? (Please describe in the space below.)
- _____
- _____

PEOPLE SHARING ROOM

1. _____
2. _____
3. _____

GUARANTEE METHOD

Credit Card Guarantee: I understand that my credit card is required as a guarantee and may be charged in advance of my arrival.

Visa M/C Discover Am Ex

Card No. _____ Exp. Date _____

Signature _____