

Attendee Hotel Reservation Form

American Society of Hematology • 53rd ASH® Annual Meeting and Exposition
December 10-13, 2011 • San Diego Convention Center • San Diego, CA

You must register for the meeting before you make your hotel reservation.

ASH encourages meeting attendees to make hotel reservations online at www.hematology.org by clicking on the Annual Meeting link.

**Advance Registration/
Housing**
August 10- November 9
• Open to Members and
Non-Members

FOUR WAYS TO MAKE A RESERVATION

Online:
www.hematology.org

Phone:
888-273-5704
U.S. and Canada (toll free)
703-449-6418
International

Fax this form to:
888-273-5706
U.S. and Canada (toll free)
703-631-6288
International

Mail form with payment to:
ASH Housing Center
c/o J. Spargo and Associates
11208 Waples Mill Road
Suite 112
Fairfax, VA 22030

For additional information regarding housing, please contact the ASH Housing Center at the phone numbers listed above. Agents are available to answer questions from 8:30 a.m. to 5:00 p.m. (Eastern Time), Monday through Friday. Questions can also be e-mailed to the ASH Housing Center at ashhousing@jspargo.com. Please note that the ASH Housing Center will be closed on weekends and holidays.

Reservations are made on a first-come, first-served basis. The ASH Housing Center will mail, fax, or e-mail a confirmation response for each reservation requested. Before completing this form, please read the instructions on the reverse side carefully.

This form is for individual reservations only. For group reservations (12 or more), please contact the ASH Housing Center.

Room Occupant (please print or type) ☐ Non-Member ☐ ASH Member **Member ID Number:** _____

Last Name: _____ First Name: _____ M.I.: _____ Degree: _____

Institution/Company: _____

Street Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____

Phone: _____ Fax: _____ E-Mail: _____

International numbers must include country and city codes.

Confirmation will be sent via e-mail if address is provided.

Arrival Date: _____ Departure Date: _____

In the event of an emergency during the meeting, whom may ASH contact?

Name: _____ Relationship: _____ Phone: _____

HOTEL PREFERENCE

☐ Smoking ☐ Non-smoking

☐ Special Needs: _____

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

4th Choice: _____

An alternate hotel will be assigned if your choices are unavailable.

Please indicate primary importance: ☐ Location ☐ Rate

ROOM TYPE

☐ Single – 1 bed/1 person

☐ Double – 1 bed/2 people

Additional Room Occupant's Name: _____

☐ Double/Double – 2 beds/2 people

Additional Room Occupant's Name: _____

Deposit/Confirmation:

All hotel reservations must be guaranteed by a major credit card or by check made payable to your selected hotel. Any form received without payment will not be processed. If you make a hotel reservation by fax or mail, a written confirmation will be sent to you by mail, fax, or e-mail within five days of receipt.

Cancellation:

Two nights' room rate (plus tax) will be charged to your credit card if you do not cancel your hotel reservation at least **five days** prior to your arrival date.

Payment

☐ CHECK (must be made payable to your hotel in U.S. funds and drawn on a U.S. bank)
☐ CREDIT CARD: ☐ Visa ☐ MasterCard ☐ American Express

Card Number: _____ Exp. Date: _____

Card Holder's Name: _____

Card Holder's Signature: _____

Your signature authorizes your credit card to be charged per the terms stated on this form.

Attendee Hotel Reservation Instructions

Reservation Deadline: November 9, 2011

You must register for the meeting before you make your hotel reservation.

ASH encourages meeting attendees to make hotel reservations online at www.hematology.org by clicking on the Annual Meeting link.

PROCEDURES FOR HOTEL RESERVATION

All reservation requests must be made directly through the ASH Housing Center. Special group rates are available **ONLY** through the ASH Housing Center. If you contact the hotels directly, they will notify you that they are sold out since all rooms are blocked by ASH for the 2011 ASH Annual Meeting.

Reservations are processed on a first-come, first-served basis until November 9. You must indicate hotel preference on the Hotel Reservation Form. The ASH Housing Center reserves the right to assign an alternate hotel if your choices are sold out. After the November 9 reservation deadline, the participating hotels might not honor the ASH group rates.

ASH MEMBERS-ONLY HOTELS

The Manchester Grand Hyatt, the San Diego Marriott Marquis Hotel and Marina, and Hilton San Diego Gaslamp Quarter.

LIST OF HOTELS

Please see the Preliminary Program for a list of participating hotels and room rates. Room rates do not include taxes, which are currently between 8-13 percent in San Diego.

DEPOSITS

All hotel reservations must be guaranteed by a major credit card or by check made payable to the hotel. A deposit amount of two nights' room rate (plus tax) will be charged on your credit card if you do not cancel at least five days prior to your arrival date.

If you plan to guarantee your hotel reservation by check, please be sure to indicate that on your Hotel Reservation Form. The **check must be made payable to the hotel** and received by the ASH Housing Center by November 9. If the ASH Housing Center does not receive the check by November 9, your hotel reservation will be cancelled.

Please do not send payments directly to the hotel.

CONFIRMATION

The ASH Housing Center will mail, fax, or e-mail a confirmation in response to each reservation requested. If you make a hotel reservation online, you will receive a confirmation instantly, and if you make a hotel reservation by fax or mail, a written confirmation will be sent to you by mail, fax, or e-mail within five business days of receipt. If you do not receive your confirmation, please call the ASH Housing Center to verify that your request has been received.

ASH CANCELLATION/CHANGE POLICY

You may cancel or make changes to your hotel reservation either in writing or online until 5:00pm (Eastern Time) Wednesday, November 16. Written requests should be sent to the ASH Housing Center and will be acknowledged with a confirmation as soon as possible or within five business days. After this date, all changes to accommodations must be made directly to your hotel.

Between November 16 and November 21, housing records will be transferred from the ASH Housing Center to the individual hotels; therefore, attendees are strongly encouraged to wait until after Monday, November 21 to contact their hotels directly for any changes or cancellations.

To cancel or change a housing reservation online, you will need your confirmation number and the e-mail address you used to make your reservation. Online requests are acknowledged with an immediate e-mail confirmation.

A cancellation must be made at least five days prior to your scheduled arrival date or you will be assessed a cancellation fee equivalent to two nights' room rate (plus tax). **The hotel will not hold your room if you do not arrive on the first night of your reservation, and you will lose your deposit.**

This housing cancellation policy will be strictly enforced. Please retain the cancellation confirmation from the ASH Housing Center or the cancellation number provided to you by the hotel, as this proof of cancellation will be required to resolve any credit card disputes.

NO-SHOW POLICY

If your plans change and you neglect to cancel your hotel reservation, the hotel will keep your deposit. The ASH Housing Center and the American Society of Hematology are not responsible for no-show charges.

HOSPITALITY SUITES

Only companies and organizations with confirmed booth space will be permitted to reserve hospitality suites. Do not use this form to reserve a hospitality suite. Please contact Ivy Caro at 703-654-6922 to request a Hospitality Suite Reservation Form. All hospitality suite requests must be submitted by November 9 and will be approved and assigned based upon availability.

Please make a copy of your completed form and instructions before mailing your Attendee Hotel Reservation Form to the ASH Housing Center.