

GROUP HOUSING BLOCK REQUEST FORM



WORKFORCE INNOVATIONS CONFERENCE 2008

JULY 15-17, 2008

ERNEST N. MORIAL CONVENTION CENTER • NEW ORLEANS, LOUISIANA

RESERVATION DEADLINE: MAY 27, 2008

This form is a **REQUEST (NOT A RESERVATION)** to hold a block of rooms. Requests will be processed on a first-come, first-served basis so be sure to submit this form early to secure one of your top hotel preferences! Room Block will be held until May 27, 2008. At this time all rooms not confirmed will be released.

HOTEL REQUESTS

Please select 4 hotels in order of preference below. Refer to the attached list of hotels. We try to accommodate all requests as close to your choices as possible and reserve the right to make assignments if first choice hotels are not available.

For hotel room blocks, do you prefer assignment by:

- Rate
- Location (based on availability)

Rates may differ based on room type and availability at time of booking. Ambassadors reserves the right to assign hotels based on availability.

ROOM INFORMATION

Lowest available rates are listed. Rates may differ based on room type and availability at time of booking.

- 1 _____
- 2 _____
- 3 _____
- 4 _____

Fill in the requested number of hotel rooms: _____

Day/Date	Fri July 11	Sat July 12	Sun July 13	Mon July 14	Tue July 15	Wed July 16	Thu July 17	Fri July 18	Sat July 19	Sun July 20
One Bedded Room										
Two Bedded Room										
Total Rooms										

SPECIAL REQUESTS

I am in need of an ADA accessible room. I may need special assistance from hotel in event of an emergency.

Other, please list: _____

MUST BE FILLED OUT

Send Confirmation to: (Please print clearly)

Company: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

(International phone numbers: Please remember to include your country code)

Fax: _____

Email: _____

DEPOSIT INFORMATION

DEPOSIT: Reservations will not be processed without guarantee of (1) night's room and tax deposit by credit card or check (add 13% room tax, and \$3.00 occupancy tax/room night).

Number: _____

Type: _____ Exp: _____

Name: _____

Signature: _____

FIVE WAYS TO BOOK

ONLINE: www.workforceinnovations.org

PHONE: 1-888-643-1119 (US)

404-584-7458 (International)

EMAIL: wihousing@ambassadors.com

FAX: 404-584-0685

MAIL: Workforce Innovations 2008, c/o Ambassadors

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