



ELECTRONIC MATERIALS CONFERENCE (EMC)
JUNE 24TH – JUNE 26TH
THE PENNSYLVANIA STATE UNIVERSITY
ON-CAMPUS HOUSING RESERVATION REQUEST

DESCRIPTION OF ACCOMMODATIONS:

A block of rooms has been reserved in Eastview Terrace for the program's duration. The rate is **\$63.00 per night, per person, single occupancy**. Rooms are available beginning Wednesday, June 24th through Friday, June 26th. Rooms are furnished with one single bed and a small microwave/refrigerator is provided for your convenience. The rate includes a continental breakfast each day of residence, bed linens, a pillow, towels, and washcloth. You should bring your own clothes hangers, alarm clock, and any other personal items you may require.

TO RESERVE A ROOM:

Complete the attached "On-Campus Reservation Request Form" and fax it with your credit card information to the fax number provided below. You can also mail your completed form to the address provided below. Feel free to contact Conference Services if you have any questions or require additional information.

Mail: Conference Services
The Pennsylvania State University
133 Johnston Commons
University Park, PA 16802

Phone: 814-865-0079
Toll-Free: 800-778-8006
Fax: 814-863-8877

PAYMENT:

Accepted forms of payment for housing reservations are: cash, check, MasterCard or Visa. No other forms of payment will be accepted. If you are planning to pay for your room via credit card, the credit card and cardholder must be present at time of check-in. If this is not possible, you may guarantee your reservation by credit card, and pay with cash or check at time of check-in. All housing charges must be paid in full at time of check-in.

NO SHOWS AND REFUNDS:

No Shows: If you fail to cancel before June 8, or do not show up for your lodging, a one-night lodging fee at the package rate will be charged to your credit card or deducted from your payment prior to refund or credit to account.

Early Departures: A "Refund Request" form, available at all check-in locations, must be completed at the time of your early departure and all keys and cards must be returned to complete the check-out process. You will be charged for the length of your stay, plus a one-night penalty.



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Guest's Name: _____

Address: _____
Street Address

_____ City _____ State _____ Zip Code

Phone Number(s): _____ Home _____ Cell

_____ Office _____ Fax

_____ Email Address

Arrival Date:

Departure Date:

Please select:

Plan A: Arrive Tuesday / Depart Friday (includes 3 continental breakfasts) \$189.00

Plan B: Arrive Wednesday / Depart Friday (includes 2 continental breakfasts) \$126.00

Late Departure: Friday Night (June 26th) / Depart Saturday (includes 1 continental breakfast) \$63.00

Total Payment \$ _____

A one-night, non-refundable deposit must be made in order to guarantee housing accommodations. Acceptable forms of payment are: cash, check, MasterCard or Visa. No other forms of payment will be accepted. If using a card to pay for accommodations, the cardholder and card must be present at time of check-in. Guests may reserve a room via credit card and pay with alternate means at time of check-in if cardholder cannot be present.

Charge **Visa** **MasterCard**

to:

Card Number: _____ **Expiration Date:**

Cardholder Name: _____
Type or Print Clearly

Signature: _____ **Date:**

Submit Reservation to: Conference Services
133 Johnston Commons
University Park, PA 1802
Phone – 800-778-8006 or 814-865-0079
Fax – 814-863-8877