

HOUSING
RESERVATION
FORM

40TH Annual Electronic Materials Conference (EMC)

University of Virginia 1998 Lodging Request Form • June 24 - June 26, 1998

RESERVATION DEADLINE: May 24, 1998

- Name: _____ Social Security #: _____
- Address: _____
- City: _____ State: _____ Zip: _____
- Daytime Phone #: _____ Fax #: _____
- E-mail Address: _____ Number of persons in party: _____
- Handicapped-accessible accommodations requested: Yes No

If yes, please explain needs: _____

PLEASE SELECT ONE OF THE FOLLOWING PACKAGES:

- Plan A:** Includes lodging for Tuesday through Thursday nights and 8 meals (See "On-Grounds Housing" in this brochure for details). **Plan A Total Cost: \$119.81.**
- Plan B:** Includes lodging for Wednesday and Thursday nights and 6 meals (See "On-Grounds Housing" in this brochure for details). **Plan B Total Cost: \$83.94.**
- Plan C:** Includes lodging for Sunday through Thursday nights and 13 meals (See "On-Grounds Housing" in this brochure for details). **Plan C Total Cost: \$197.02**
- Please check here if you plan to attend both DRC and EMC.**

To reserve accommodations, Please do one of the following:

- 1) Complete the lodging request form and mail to: University of Virginia Conference Services, Page House Station #1, Charlottesville, VA 22904-0003

OR

- 2) Fax your lodging form to (804) 924-1027.

- **Conference Services does not take reservations by phone.**

There is also a \$25.00 late registration fee for all reservation forms received after the deadline.

If you return your form after May 24, 1998, please include the \$25.00 late registration fee.

- Payment Method: **FULL payment must accompany reservation request form for your reservation to be processed.**

Check enclosed Please charge my (check one): VISA MasterCard

Card Number: _____

Cardholder Name: _____ Expiration Date: _____

Signature: _____

Cancellation notifications must be received by Conference Services **at least 7 working days** prior to the guest's arrival in order for the guest to receive a full refund. **No refunds will be given after this time.** Refunds may take 4-6 weeks to process if the guest pays by check; credit card refunds will be credited within 48-hours. **To cancel a reservation, please call (804) 924-4479. There will be no room changes at check-in.**

NO REFUNDS WILL BE MADE FOR UNUSED BED NIGHTS OR MEALS. NO ADJUSTMENTS FOR LODGING OR MEALS WILL BE MADE FOR LATE ARRIVALS OR EARLY DEPARTURES FROM THE CHOSEN PACKAGE.

Guests will receive a written confirmation from Conference Services Confirming their reservation; this confirmation will also include information and a map to their housing check-in location. Standard check-in time is after 1:00 p.m. and standard check-out time is before 10:00 a.m. **If a guest does not vacate their room by 10:00 a.m., they will be charged for another night.**

DO NOT MAIL OR FAX THIS FORM TO TMS.