

HOUSING BLOCK REQUEST FORM

training 2009 conference & expo

TRAINING 2009 CONFERENCE AND EXPO
FEBRUARY 9-11, 2009
 GEORGIA WORLD CONGRESS CENTER
 ATLANTA, GEORGIA
RESERVATION DEADLINE: DECEMBER 17, 2009

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 December 17, 2009. At this time all rooms not confirmed will be released.

HOTEL REQUESTS

Please select 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.

HOTEL INFORMATION

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

- 1 _____
- 2 _____
- 3 _____

Fill in the requested number of hotel rooms: _____

Day/Date	Wed Feb 4	Thu Feb 5	Fri Feb 6	Sat Feb 7	Sun Feb 8	Mon Feb 9	Mon Feb 10	Wed Feb 11	Wed Feb 12
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 a guarantee of (1) night's room and tax deposit by credit card or check (add 15% room tax). Deposit is **NON-REFUNDABLE** if rooms are canceled within (7) days prior to arrival.

Number: _____

Type: _____ Exp: _____

Name: _____

Signature: _____

FIVE WAYS TO BOOK

ONLINE: www.trainingconference.com

PHONE: 800-824-2316 (US) 404-584-7458 (International)

FAX: 888-267-0943 (US) 949-219-2316 (International)

EMAIL: Training@ambassadors.com

MAIL: Training 2009 Conference and Expo
 c/o Ambassadors
 240 Peachtree St. Suite 22-S-10
 Atlanta, GA 30303