

# Accommodations Booking Form

Book your hotel online at **URTeC.org** or complete this form and return no later than **29 June 2016** to:

URTeC Housing Bureau  
 5202 President's Court, Suite 310  
 Frederick, MD 21703

Fax: +1 888 772 1888  
 (U.S. and Canada)  
 +1 301 694 5124  
 (International)

Tel: +1 800 967 8852  
 (U.S. and Canada)  
 +1 847 996 5832  
 (International)

Email: [urtec@experient-inc.com](mailto:urtec@experient-inc.com)

- All reservations must be received on or before 29 June 2016 in order to guarantee conference rates.
- Reservations will be assigned on a first-come, first-serve basis.
- A written acknowledgement will be sent to you via email or fax from the automated housing system, indicating which hotel has been reserved for you, based on availability.
- All hotels require a credit card guarantee equal to the first night's stay, inclusive of tax, as a deposit. A valid credit card and expiration date should be provided with your hotel room request. Your credit card may be charged for your first night's stay, including taxes, approximately one (1) month prior to arrival. Hotels may cancel room reservations without notification if the deposit cannot be processed with a valid credit card prior to your scheduled arrival.

**2016 URTeC San Antonio Hotels:**

1. Grand Hyatt
2. Hilton Palacio del Rio
3. Hyatt Regency Riverwalk

Thank you for booking your room through the Housing Bureau. This helps URTeC meet hotel room block commitments and avoid penalties.

**Questions:**

Please direct all housing questions to [urtec@experient-inc.com](mailto:urtec@experient-inc.com).

**Personal Information**

Last/Surname		First/Forename	
Company/University		Title	
Address			
City		State/Country	Zip/Postal Code
Day Telephone (include area/country code)		Mobile	Fax Number
Email			

*Acknowledgements will be sent to the above email or fax number.*

**Arrival Date:**

**Departure Date:**

**Hotel Preference**

List the hotels in order of preference:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If hotel choices are not available, which is more important?  rate  location

**Occupants**

List the full name of all individuals who will be occupying the room:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

If sharing a room, send only one reservation form listing room occupants. Please do not send more than one form per reservation.

**Room Type**

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| Single (1 person/1 bed)          | <input type="checkbox"/> non-smoking |
| Double (2 persons/1 bed)         | <input type="checkbox"/> non-smoking |
| Double Double (2 persons/2 beds) | <input type="checkbox"/> non-smoking |
| Triple (3 persons/2 beds)        | <input type="checkbox"/> non-smoking |
| Quad (4 persons/2 beds)          | <input type="checkbox"/> non-smoking |

Accessible room

Other requests:

**Multiple Room Requests**

You may reserve up to five rooms online or by completing a form with individual names and fax it to +1 301 694 5124 (International) or +1 888 772 1888 (U.S. and Canada).

**Suite Requests**

Please contact the URTeC Housing Bureau at [urtec@experient-inc.com](mailto:urtec@experient-inc.com) to request a suite. We suggest you also reserve a standard hotel room in the event suites are unavailable. You may cancel this reservation by contacting the URTeC Housing Bureau once you have received confirmation of your suite reservation.

**Guarantee/Form of Payment**

**All reservations must be guaranteed. Quoted prices do not include taxes.**

**I will be paying by:**

- Credit Card /  Visa  MasterCard  American Express  Discover

**Credit Card Information**

Card Number	Expiration Date
Name on Card	Authorized Signature