

UW CONFERENCE SERVICES HOUSING RESERVATION

16th Engineering Mechanics Conference (EM 2003) July 16-18, 2003

Package Description A special package has been created to provide campus housing and food services for guests participating in EM 2003. The package includes:			
-3 nights of housing 7/15 through & including 7/17		-nonrefundable reservation fee of \$18.00 includes tax	
-3 breakfasts		-sales tax on food	
If you wish to arrange for this package, please complete and return this form along with full payment no later than Wednesday, June 25, 2003. Reservations received after Wednesday, June 25, 2003 are charged a \$20.00 late fee, which includes tax, and only processed on a space-available basis.			
Reservation Information Please use a separate form for each person's reservation. Please type or print clearly.			
LAST NAME (SURNAME)		MIDDLE INITIAL	FIRST NAME (PERSONAL NAME)
MAILING ADDRESS			<input type="checkbox"/> FEMALE <input type="checkbox"/> MALE
CITY/STATE/ZIP/COUNTRY			IS REGISTRANT PART OF A COUPLE? <input type="checkbox"/> YES <input type="checkbox"/> NO
TELEPHONE	FAX	EMAIL	
Room Qualifications Please indicate room preference. Arrival/Departure Please indicate arrival and departure dates.			
<input type="checkbox"/> SINGLE <input type="checkbox"/> DOUBLE		ARRIVAL	DEPARTURE
Roommate Request If you select a double room, you may indicate a roommate preference and mutual requests will be honored. If you select a double room and do not designate a roommate, one will be assigned.		YOUR REQUESTED ROOMMATE'S NAME	
Accessibility Please describe any accessibility accommodation you may require for housing or parking			CONFERENCE OFFICE USE ONLY
Standard Package Package dates are 7/15-7/18/03 and may not be altered. There is no credit for shorter stays or missed meals. Package rates are per person. Choose one:			CONF # _____ 230782
DOUBLE OCCUPANCY: \$140.31 = \$			COORD _____ NOEL
SINGLE OCCUPANCY: \$186.06 = \$			CONF AR # _____ C230782 EM2
LATE FEE- AFTER \$ 20.00 = \$			LOG DATE _____
6/25/03			LOG INITIAL _____
Extra Nights July 14, July 18 and July 19, 2003, ONLY. No meals included. There is no refund for canceled early arrival or late departure nights. Rates listed are per person per night. Choose one:			LOG # _____
DOUBLE OCCUPANCY: \$38.75 x _____ # OF NIGHTS = \$			BATCH DATE _____
SINGLE OCCUPANCY: \$54.00 x _____ # OF NIGHTS = \$			BATCH INITIAL _____
TOTAL ENCLOSED: = \$			DEL AR # _____
			TOTAL RECD \$ _____
			TOTAL DUE \$ _____
			WE OWE \$ _____
			REF SENT _____
			DEL OWES \$ _____
			CONFIRM INITIAL _____
			CONFIRM DATE _____
Method of Payment (check one)			
<input type="checkbox"/> Check (US funds on a US bank account) payable to University of Washington. Please mail reservation with check in same envelope!			
<input type="checkbox"/> Purchase Order. Please attach copy of purchase order and advise us of any action required to initiate payment.			
<input type="checkbox"/> Visa	ACCOUNT NUMBER		EXPIRATION DATE
<input type="checkbox"/> MasterCard	AUTHORIZED SIGNATURE		
<input type="checkbox"/> AMEX			

Please remember that your signature authorizes the University of Washington to charge your credit card for charges occurring after this form has been signed. Additional charges can be but are not limited to those such as additional nights of lodging, meals, parking, or unreturned keys.

You may fax this form if paying by credit card, but then please DO NOT mail an additional copy!

UW Conference Services Housing Policy Guidelines

Package Plan Housing and meal service are offered as a package plan for fixed dates. There is no credit for shorter stays or missed meals. When available, early arrival and late departure days may be added to the package at an additional charge. Please observe the allowable extra nights on the front of this form. Early arrival and late departure guests may be housed in a different residence hall than where the conference will be housed if there are less than 5 guests requesting early arrival and late departure accommodations. The guests would then move to the conference's assigned residence hall on the official check-in day. There is no refund for canceled early arrival or late departure nights after the reservation deadline.

Accommodations Residence halls are within a 10 to 15 minute walk of most meeting areas on campus. Residence halls are not air-conditioned. All rooms are furnished with twin beds, a small fan, Ethernet access, and a local-access telephone with voice mail (long-distance calls may be placed using a credit card or prepaid calling cards). Bed linen, towels, soap and drinking cups are provided. Rooms share community bath facilities. Occasionally the appropriate bath facility will be located one floor above or below your room. Attractive lounges, patios and other gathering areas are found throughout the halls. Laundry facilities are available in each building. Television lounges and kitchenettes with microwave ovens are located on most floors. Residence halls offer a smoke-free environment. Smoking is prohibited in all public areas and in private sleeping rooms. Please note that UW residence halls are designed for adult usage, and the facilities are not childproof. Adults are responsible for the supervision of their children at all times. The University of Washington is a pedestrian campus, bring comfortable shoes and be prepared to walk. Couples housing is available in Lander Hall, which may be located across campus from where your conference is housed.

Meal Service Meals included in the package plan are served in a dining room reserved for conference guests. All meals offer a meatless selection but vegan meals are not available. Other dietary restrictions and preferences may not be accommodated.

Parking Overnight parking is available near the residence halls. The current daily rate is \$8.00 Monday through Friday and \$3.00 Saturday, 7 a.m. to 12 p.m. There is no charge to park on campus from 12 p.m. on Saturday to midnight on Sundays or holidays. Availability is limited and not guaranteed. More information regarding parking will be sent with your confirmation.


Payment Reservations will not be confirmed unless full payment is sent with this reservation form by the reservation deadline date on the front of this form. Advance payment may be made in US dollars by check, purchase order, Visa, MasterCard or American Express. Checks should be made payable to the University of Washington and on a US bank account. Purchase orders should include instructions for initiation of payment. Arrangements must be made in advance if purchase orders are to be presented on arrival. Checks and purchase orders must be mailed with the reservation form in the same envelope. The University of Washington charges \$25 for all returned checks. Reservations paid by Visa, MasterCard or American Express may be faxed. We recommend you notify your credit card company of your plans to put a large amount on your credit/debit card. This speeds up processing to help ensure a smooth check-in at the conference desk. To avoid duplicate reservations and charges, please do not mail in the faxed form.

Confirmation Once this reservation form is received with payment, you will be sent a confirmation identifying your check-in location, along with travel directions to campus and information about what you should bring. Check-in time is 2 p.m. and checkout time is 11 a.m. **unless the confirmation states otherwise.**

Cancellations and Refunds

- If the cancellation is received by the Conference Services office before the reservation deadline date, the prepayment less the \$18.00 reservation fee will be refunded.
- If the cancellation is received by the Conference Services office after the reservation deadline but before the scheduled arrival date, the prepayment less the \$18.00 reservation fee, the \$20.00 late reservation fee (if applicable) and \$40.77 per person double occupancy or \$56.02 per person single occupancy will be retained and the balance will be refunded.
- If no advance cancellation is received by the Conference Services office and you do not show, **no refund will be issued.**

If paying by check or PO,
✉ mail form and payment to:
CONFERENCE HOUSING RESERVATIONS
University of Washington
Box 355615
Seattle, WA 98195-5615

If paying by credit card, 
fax to:
CONFERENCE HOUSING RESERVATIONS
Fax: (206) 543-4094

Questions? Please contact us at:
CONFERENCE SERVICES
☎ Tel: (206) 543-7634
✉ Email: confhous@u.washington.edu