

January 16–20, 2010 | Waldorf Astoria Orlando | 14100 Bonnet Creek Resort Lane | Orlando, Florida

**Please reserve your room by phone: 800.445.8667 or print and return this form via fax to: 407.597.3701. Mention The International Forum and Waldorf Astoria Orlando in order to get our preferred rate.**

## Hotel Reservation Information

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS  BUSINESS  HOME \_\_\_\_\_

CITY \_\_\_\_\_

STATE / PROVINCE \_\_\_\_\_

COUNTRY \_\_\_\_\_

ZIP / POSTAL CODE \_\_\_\_\_

DAYTIME PHONE NUMBER \_\_\_\_\_ AREA CODE / NUMBER \_\_\_\_\_

EVENING PHONE NUMBER \_\_\_\_\_ AREA CODE / NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

Select Type of Room Desired\*:

- Single Occupancy – 1 bed, 1 person
- Double Occupancy – 1 bed, 2 persons
- Double/ Double – 2 beds, 2 persons
- Non-Smoking
- ADA Request \_\_\_\_\_

\*Room type is subject to availability

Please reserve your hotel room no later than Wednesday, **December 21, 2009**. Reservations after that date will be at space and rate availability.

## Deposit Payment Information

Please include check or credit card number to cover one night's room rate (room rate plus tax). In order to confirm a room assignment, the hotel requires a first night's guarantee, refundable up to five days in advance of arrival, after which it is non-refundable. A credit card or cash deposit is required at check-in. No-shows will result in forfeiture of the deposit and cancellation of the room.

**In some cases, the room block sells out before the stated cutoff date, therefore reservations should be made early.**

- Credit Card:  American Express  Diners Club  
 Discover  MasterCard  Visa

CREDIT CARD NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

NAME ON THE CARD (PLEASE PRINT) \_\_\_\_\_

CARDHOLDER SIGNATURE \_\_\_\_\_

## Accommodations

The International Forum 2010 Annual Meeting official hotel is the Waldorf Astoria Orlando. Rooms reserved by December 21, 2009, or until the room block sells out, will receive The International Forum discounted rate:

Standard Room                      \$319 single/double

The maximum number of occupants per room is four adults, and there is an additional \$20 per night (plus tax) per person charge for any occupant more than two adults per room.

Current tax is 12.5% and is subject to change without notice.

ARRIVAL DAY AND DATE \_\_\_\_\_ ARRIVAL TIME \_\_\_\_\_

Check-in time: 4:00 p.m.

Hotel cannot guarantee room will be available at desired arrival time.

DEPARTURE DAY AND DATE \_\_\_\_\_

Check-out time: 11:00 a.m. Luggage storage is available.

Currently the hotel is charging an Early Check-out fee equal to one night's room and tax to any guest who check out before their stated departure date. Attendees will be able to change their departure date at check-in without being assessed the fee.

## Confirmations

Once your reservation is processed, a confirmation will be sent no later than 48 hours after the reservation has been received (via e-mail or fax).

Reservation is not confirmed until you have received confirmation from the hotel.

**Reserve your room by phone and mention The International Forum and the Waldorf Astoria Orlando in order to get our preferred rate.**

Telephone: 800.233.1234

## Hospitality Suites

Hospitality suite requests must be submitted in writing to The International Forum Meeting Department attn: Eric Johnson at [ejohnson@int-forum.org](mailto:ejohnson@int-forum.org).