

HOUSING RESERVATION FORM

62nd Annual Session • Honolulu, Hawaii

Use this form to make hotel reservations for the AAPD 62nd Annual Session. Only one reservation allowed per form. You must register for the Annual Session prior to booking your hotel reservations. All reservation requests are to be made through the AAPD Housing Bureau (Ambassadors). You must send both the registration and hotel reservation forms together.

Step 1 – Registrant Information

FIRST NAME		
LAST NAME		
COMPANY NAME		
STREET		
CITY	STATE	ZIP
COUNTRY		
TELEPHONE	FAX	
E-MAIL		

Registration Category: Member Non-member Auxiliary Student Speaker Exhibitor

Step 2 – Room Category Rate Request, Hilton Hawaiian Village Beach Resort and Spa

All room types are limited in availability. Requests will be processed on a first-come, first-served basis.

Room Category	Single/Double	Triple	Quad
Office Staff/Student Accommodations:	\$170	\$220	\$270
Garden/Mountain View Accommodations:	\$193	\$243	\$293
Partial Ocean View Accommodations:	\$213	\$263	\$313
Ocean View Accommodations:	\$239	\$289	\$339
Deluxe Ocean View Accommodations:	\$265	\$315	\$365
Alii Tower Accommodations	\$302	\$352	\$402

Suites (limited availability) 30 percent off of published rates.

Rates quoted are subject to 11.96 percent tax (subject to change without notice). Please note maximum of four (4) persons per standard room types (suites not included).

Arrival Date _____ **Departure Date** _____ **Number of Nights** _____

Step 3 – Room Request

Type of room:

- 1 bed/1person 1 bed/2 people 2 beds/2 people 2 beds/3 people 2 beds/4 people
- Rollaway (may be additional charge/based on availability) 1 bedroom suite 2 bedroom suite

List names of all occupants: _____

Special Requests:

- Non-smoking Smoking Handicapped-Accessible Room Other

**NOTE: Hotel will attempt to honor all request, but requests can not be guaranteed.*

Additional Rooms and Suites

Only one room per registrant is allowed. Suites may be requested and are based on availability. Please direct requests for additional rooms or suites to the AAPD Registration and Hotel Services.

Step 4 – Payment

All reservations require a one night deposit equal to the amount of your room category accommodation type. This deposit will be charged to your credit card within 21 days prior to your arrival date. The hotel deposit may also be paid with a check drawn on U.S. banks submitted with a form (mailed forms only).

Checks should be made payable to Ambassadors. Checks for hotel deposits should not include registration fees. This deposit will be credited to your first night stay.

Cancellations for the hotel must be received a minimum of 7 days prior to arrival in order to receive a refund of your deposit. No refunds will be given for cancellations within 7 days of arrival or for no shows.

Check payable to Ambassadors American Express MasterCard VISA

Card Number _____ Exp. Date _____

Print Cardholder's Name _____ Security Code _____

Signature _____ Date _____

By signing I authorize my credit card to be charged and that I agree to comply with the referenced cancellation policies on page 38 should I cancel my registration.

Check here if billing address is the same as mailing address

BILLING ADDRESS (IF DIFFERENT FROM MAILING ADDRESS)

Street _____

City/State/Zip _____

Country _____

Please contact the AAPD Hotel Services with any questions: Toll-free Phone: (866) 772-4405 U.S. & Canada, Monday – Friday, 9 a.m. to 8 p.m. EST or (404) 584-7458 International; E-mail: aapd@ambassadors.com.

DEADLINE FOR CHANGES/CANCELLATIONS: MAY 4, 2009

SEND HOUSING FORMS TO:

Fax: (888) 267-0943/International (949) 219-2316
Credit card only. Allow 7 – 10 days for processing and receipt of hotel confirmation.

Mail: Ambassadors / AAPD 62nd Annual Session
240 Peachtree Street, Suite 22-S-10
Atlanta, GA 30303
Credit card or check (drawn on U.S. bank in U.S. funds). No wire transfers or purchase orders will be accepted. Allow 7 – 10 days for processing and receipt of registration confirmation.

ONLINE!

To expedite your request, please register online at <http://www.aapd.org/annual>.

You must be registered for the meeting to obtain hotel reservations.

Internet booking is available 24 hours a day, seven days a week. Receive immediate Registration Confirmation.