

HOUSING FORM



GUEST INFORMATION

Please read "Booking your conference hotel" before completing this form. (Please print or type)

Arrival Date (mm/dd)	Departure Date (mm/dd)	
First Name	M.I.	Last Name
E-mail Address		
Daytime Phone <small>If providing international numbers, please include country and city access numbers</small>		Fax
Address 1		Address 2
City/State/Province	Zip/Postal Code	Country

Send acknowledgement to: Guest and Other e-mail: _____
(only one acknowledgement will be sent)

HOTEL SELECTION

1. Please use a separate form for each room requested.

Single (1 bed, 1 person)
 Double (1 bed, 2 persons)
 Double/double (2 beds, 2 persons)
 Triple (2 beds, 3 persons)
 Quad (2 beds, 4 persons)

Check here if you have a disability requiring special services

Two-bedded rooms are limited in most hotels, so we suggest selecting two-bedded rooms only when they are required. This improves your chances of obtaining reservations at one of your hotel choices.

2. Please select three hotel choices from the list of hotels on pages 3 and 4.

1st _____ 2nd _____ 3rd _____

If requested hotels are unavailable, a reservation will be made at the next available hotel. Please select criteria:

Comparable room rate
 Proximity to conference site
 Do not book if all choices are sold out

3. List names of all room occupants:

_____ | _____ | _____ | _____

4. Special requests: _____

GUARANTEE INFORMATION

A credit card guarantee is required for each room before a reservation will be processed. With your housing form, please include a major credit card number (with info requested below). The deposit is refundable only if the cancellation is made at least 72 hours prior to noon of your scheduled arrival date.

VISA
 Discover
 Diner's Club
 MasterCard
 American Express

Card Number	Expiration Date	Name on Credit Card	Cardholder Signature
Credit Card Billing Address	City, State, ZIP	Phone Number	

Fax housing form to **Experient** at 301-694-5124.

DO NOT SEND THIS FORM TO ICMA'S WASHINGTON, D.C. ADDRESS
DEADLINE: September 26, 2017

BOOKING YOUR CONFERENCE HOTEL



Please Read Carefully

- Hotel reservations will be taken on a first-come, first-served basis by Experient. For best availability and immediate confirmation, make your reservation via the Internet or by telephone. Faxed housing requests will take longer to process. Please provide three (3) choices of hotels in order of preference, and include a credit card number valid through November 2017 to guarantee your reservation.
- **All reservations must be received by September 26** to guarantee conference rates.

Instructions

Reservations by:

- Internet:** Use the interactive, secure site at www.icma.org/conference
- Fax:** Fax completed forms to 301-694-5124 (do not mail after faxing)
- Telephone:** Toll free (US): 800-232-2168
International: +1-240-439-2991

Deposit

A deposit of one night's stay in the form of a valid credit card guarantee is required with each reservation.

Room Rates/Taxes

- Reservations must be made by **September 26** to take advantage of special rooms rates. Higher rates may exist after that time. All rates are per room and are subject to state and local taxes (currently 16.75% per night). Reservations may be changed (based on availability) or cancelled until **September 26** without penalty.
- Special requests are not guaranteed. Hotels will assign specific room types upon check-in, based on availability.
- Rates include a rebate to cover housing and other conference costs.

Acknowledgments

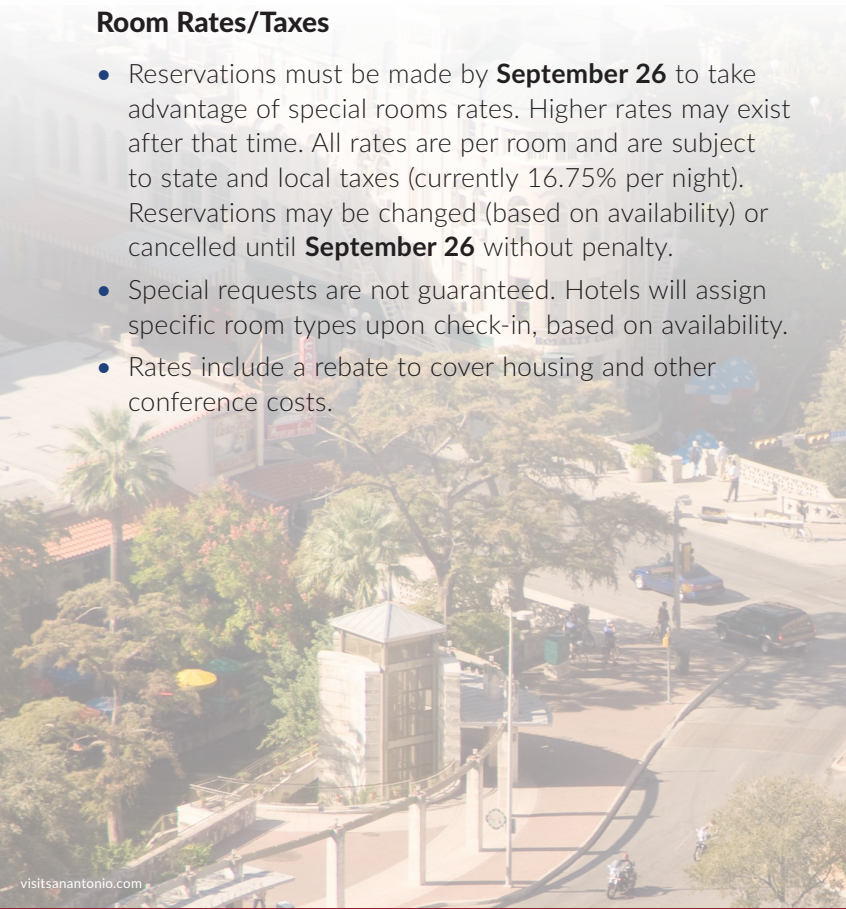
Experient will send reservation acknowledgements within 24 hours via email if booked online or by telephone; fax acknowledgements will be sent within 72 hours of receipt. If you do not receive your acknowledgement in this time frame, contact Experient. **You will not receive a written confirmation from the hotel.**

Cancellations/Changes/Refunds

- Reservations must be cancelled at least 72 hours prior to arrival to avoid a one night's room and tax penalty.
- Through September 26, send requests for changes and cancellations in writing to Experient via e-mail (ICMA@experient-inc.com) or fax (301-694-5124). Beginning October 3, contact hotels directly to make changes and cancellations. **Do not contact the hotels directly until October 3.**
- Experient will be available between September 27 and October 2 to assist with additional guestroom inquiries via e-mail or phone. Please note that during this time requests for additional guestrooms are not guaranteed and will be based on availability.

QUESTIONS?

For answers to conference housing questions, call Experient at 800-232-2168 between 8:00 a.m. and 5:00 p.m. Central Time, Monday through Friday or e-mail questions, cancellations, or changes to your reservation to ICMA@experient-inc.com.



ADDITIONAL INFORMATION

Traveling to San Antonio

If you need personal attention in booking your travel, you may contact ICMA's travel manager, Andrew Williams at 703-647-7024; email: icmaconference@ewatravel.com and identify the meeting name: ICMA Annual Conference. Note that EWA does not handle hotel reservations for the conference. Contact Experient for hotel reservations at icma.org/conference.

Getting around in San Antonio

San Antonio's downtown is safe, compact, and easy to navigate. All conference hotels are in walking distance of the convention center. Consult the final conference program for details and instructions concerning busing for evening social events.

Interested in sharing a room?

Sharing a hotel room at the conference can stretch your budget and make your travel expense more affordable. Visit the Annual Conference event page on Facebook at bit.ly/GoingtoICMA where you can let us know you're attending, see others who are attending, coordinate travel and more!

HOTEL GUIDE

- ICMA's block offers a range of hotels in terms of proximity, affordability, and style in order to meet a variety of attendee needs and preferences.
- Conference hotels are located in the downtown corridor, all within walking distance of the Henry B. González Convention Center and the world-famous River Walk.
- All hotels have fitness/exercise rooms and free Wi-Fi access. Guest rooms have coffee makers, hairdryers, and iron/ironing boards. All hotels are non-smoking.

Grand Hyatt San Antonio

Headquarters (Executive Board) hotel situated on the banks of the River Walk presenting contemporary style and an entirely new level of comfort, luxury and convenience among San Antonio hotels. Adjacent to the convention center and affording stunning views of downtown San Antonio and HemisFair Park. Grand Bed luxury sleep system, contemporary River Walk restaurant, lobby lounge, terrace bar, and river-level outdoor pool.

Rate: \$239 single/double

Crockett Hotel

A truly Texas hotel in the heart of historic downtown adjacent to The Alamo and across the street from Rivercenter Mall, the gateway to the River Walk. Only three blocks from the convention center. Breakfast buffet served each day. Enjoy our beautiful landscaped outdoor pool for a relaxing experience after a long day at work or play. Or you may wish to relax in Ernie's bar, a popular night spot. The Crockett Hotel is a member of Historic Hotels of America and designated as a Texas Treasure.

Rate: \$150 single/double

Hilton Palacio del Rio

Perfectly located on the River Walk one block from the convention center, the Hilton recently completed a \$27 million guest room redesign. Each room features local decor along with a private balcony for panoramic views of the city. Pamper yourself with our Hilton Serenity Collection bedding and today's latest technology. Each room also includes a spacious newly redesigned bathroom with wood floors, granite countertops and sapphire blue mosaic tiled walls.

Rate: \$209 single/double

Hyatt Regency San Antonio Riverwalk

Directly overlooking the historic Alamo and on the River Walk, connecting two of San Antonio's top destinations through our spectacular 16-story atrium lobby, our Four Diamond hotel just completed a \$30 million makeover. Amenities include a rooftop pool, luxurious spa, and an unequalled location in the heart of dining and entertainment.

Rate: \$209 single/double

Richard Nowitz,
visitsanantonio.com

HOTEL GUIDE, continued

La Quinta Inn and Suites San Antonio Riverwalk

Enjoy a full, hot breakfast at this newly renovated hotel, conveniently located in the heart of downtown just steps from the world-famous River Walk and two blocks from the convention center. You will find an abundance of dining and entertainment venues nearby, and easy access to all of San Antonio's best attractions. Unwind in our full-service 501 Lounge, which opens every evening at 5:01 p.m., or relax in our large, resort-style swimming pool and spa.

Rate: \$149 single/double

Marriott Rivercenter

The 38-floor Marriott Rivercenter offers luxurious suites and wonderfully appointed guestrooms in a superb location on the San Antonio River Walk. Add some sizzle to your dining experience at our hot, new Sazos Latin Grill overlooking the River Walk. The beautiful accommodations of the Rivercenter and its surroundings provide the hotel with many shopping, dining and entertainment choices.

Rate: \$214 single/double

Marriott Riverwalk

This is a 30-floor deluxe convention hotel with rooms and suites with balconies overlooking downtown San Antonio. Guest rooms were renovated in April, 2015. The hotel is located on the famous River Walk and across the street from the convention center. Indulge in your choice of a historical, cultural, or culinary experience with rich flavors and intoxicating aromas along the River Walk, all a few steps away. Guest rooms offer high-speed Internet access, wireless access and Marriott's Plug-In Technology. This is a pet friendly property.

Rate: \$224 single/double

Menger Hotel

More than 130 years of refinements have created a masterpiece of traditional elegance and atmosphere at the Menger, located three blocks from the convention center. The hotel boasts five stories, many rooms with balconies, and unparalleled amenities with the largest outdoor pool in San Antonio. Guests experience the history and charm of a national landmark as well as the comfort of a high-class hotel.

Rate: \$145 single/double

ROOM BLOCK SIZE, DISTANCE, AND PARKING FEES

MAP CODE	HOTEL	NO. OF ICMA ROOMS	DISTANCE FROM HENRY B. GONZALEZ CONVENTION CENTER	PARKING (PER DAY)*
1	Grand Hyatt San Antonio	850	Adjacent	Self: \$29; Valet: \$39
2	Crockett Hotel	75	3 blocks	Self: \$26; Valet: \$26
3	Hilton Palacio Del Rio	75	1 block	Self: \$29; Valet: \$42
4	Hyatt Regency San Antonio	75	4 blocks	Self: \$29; Valet: \$39
5	La Quinta Inn and Suites	250	2 blocks	Self: \$25; Valet: \$30
6	Marriott Rivercenter	800	1 block	Self: \$37; Valet: \$42
7	Marriott Riverwalk	400	Across the street	Self: n/a; Valet: \$42
8	Menger Hotel	250	3 blocks	Self: n/a; Valet: \$28

* Prices are subject to change.

SAN ANTONIO CITY MAP



281 NORTH
TO SAN ANTONIO
INTERNATIONAL
AIRPORT
(15 MINUTES)

TO MARKET SQUARE

Main Plaza

RIVER WALK
AREA

The
Alamo

Shops at Rivercenter

La Villita

Henry B. González
Convention Center

HEMISFAIR
PARK

Tower of the
Americas

SOUTHTOWN

Sunset
Station

Alamodome

LEGEND

- 1** Grand Hyatt
- 2** The Crockett
- 3** Hilton Palacio
- 4** Hyatt Regency
- 5** La Quinta Inn
- 6** Marriott Rivercenter
- 7** Marriott Riverwalk
- 8** Menger

