

Housing Form



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

<input type="text"/>	<input type="text"/>		
Arrival Date (mm/dd)	Departure Date (mm/dd)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	M.I.	Last Name	
<input type="text"/>			<input type="text"/>
E-mail Address			ICMA Member ID
<input type="text"/>		<input type="text"/>	
Daytime Phone		Fax <i>If providing international numbers, please include country and city access numbers</i>	
<input type="text"/>		<input type="text"/>	
Address 1		Address 2	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
City/State/Province	Zip/Postal Code	Country	
Send acknowledgement to: <input type="checkbox"/> Guest or Other: <input type="text"/>			
<i>(only one acknowledgement will be sent)</i>			

HOTEL SELECTION

- 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)
 - Check here if you have a disability requiring special services Nonsmoking request

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.
- Please select three hotel choices from the list of hotels on page 3:

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
- List names of all room occupants:

_____ | _____ | _____ | _____
- Special requests: _____

To request a hospitality suite or reception room, please contact Sallie Burnett at sburnett@icma.org or 864-541-8678.

DEPOSIT 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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Number	Expiration Date	Name on Credit Card	Cardholder Signature
<input type="text"/>		<input type="text"/>	<input type="text"/>
Credit Card Billing Address		City, State, ZIP	Phone Number

Mail housing form to: **THC/ICMA Housing, 175 S. West Temple, Suite 140, Salt Lake City, UT 84101.**

**DO NOT SEND THIS FORM TO ICMA'S WASHINGTON, D.C. ADDRESS
DEADLINE: September 17, 2010**

Booking Your Conference Hotel Room

Please read carefully

- Hotel reservations will be taken on a first-come, first-served basis by The Housing Connection (THC). For best availability and immediate confirmation, make your reservation via the Internet or by telephone. Faxed and mailed housing requests will take longer to process. Please provide three (3) choices of hotels in order of preference, and include a credit card number to guarantee your reservation.
- **All reservations must be received by September 17, 2010**, to guarantee availability and conference rates.

Instructions

Reservations by:

- Internet:** Use the interactive, secure site at www.icma.org/conference2010
- Fax:** Fax completed forms to 801-355-0250 (do not mail after faxing)
- Mail:** THC/ICMA Housing, 175 S. West Temple, Suite 140, Salt Lake City, Utah 84101
- Telephone:** Toll free (US): 877-805-4602
International: +1-801-505-4602

ICMA Member ID: Please be sure to include your six-digit ICMA member ID, which can be found on your ICMA membership card or on the *PM Magazine* mailing label above your name.

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 17, 2010, to take advantage of special rooms rates. Higher rates may exist after that time. All rates are per room and are subject to 14% occupancy tax (12% at hotels near airport). Reservations may be changed (based on availability) or cancelled until September 17, 2010 without penalty. A \$25 processing fee will be assessed on cancellations after September 17, 2010.

- 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

The Housing Connection will send reservation acknowledgments within 24 hours via email if booked online or by telephone; fax and mail acknowledgements will be sent within 72 hours of receipt. If you do not receive your acknowledgment in this time frame, contact The Housing Connection.

You will not receive a written confirmation from the hotel.

Cancellations/Changes/Refunds

- Cancellations after September 17, 2010, and prior to 72 hours before arrival date will be subject to a \$25 processing fee. One night's room and tax will be forfeited if cancellation occurs within 72 hours of arrival.
- Through October 6, 2010, send requests for changes and cancellations in writing to The Housing Connection via e-mail (thc@housingregistration.com) or fax (801-355-0250). After October 6, 2010 contact hotels directly to make changes and cancellations.
- **Do not contact the hotels directly until after October 6, 2010.**

Questions?

For answers to conference housing questions, call The Housing Connection at 877-805-4602 between 7:00 a.m. and 6:00 p.m. MDT, Monday through Friday or e-mail questions, cancellations, or changes to your reservation to thc@housingregistration.com.

Additional Information

Travel to San José

If you need personal attention in booking your travel, you may contact ICMA's travel agency Travel Discounters at 301-590-0923, 800-220-9126 toll free outside the DC area, or neald@traveldisc.com and identify the meeting name: ICMA Annual Conference. Travel Discounters offers those associated with ICMA access to discounted international airfares and discounts with 4 major car rental companies.

Getting around in San José

Downtown San José is lively, safe, and clean. Six conference hotels are within walking distance of the San José McEnergy Convention Center, where most conference sessions and events will take place. Two others are near the airport and within easy access of the convention center via the city's light rail system.

Interested in sharing a room?

Sharing a hotel room at the conference can stretch your budget and make your travel expense more affordable. Check out the ICMA Annual Conference online discussion forum at <http://icma.org/conferencegroup> to make the most of your conference trip—anything from seeking a potential hotel roommate to save on housing costs, planning dinner with colleagues with similar interests, or finding peers who are coping with similar issues who you can meet with on-site.



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.
- All hotels have business centers and fitness/exercise rooms; guest rooms have coffee makers, hairdryers, and iron/ironing boards; and room service is available.

Downtown Hotels

The Fairmont San Jose. Upscale headquarters (executive board) hotel with restaurants, bars, spa, and gift shop. Monday receptions and hospitality suites are here. Large guest rooms have robes and separate bath and shower.
Rate: \$165 single; \$175 double

Crowne Plaza San José Downtown. Quality hotel with restaurant and bar. Upgraded guest rooms have Sleep Advantage™ beds and CD player.
Rate: \$145 single; \$155 double

Four Points by Sheraton San Jose Downtown. Quality hotel with restaurant and bar. Guest rooms have robes, safe and windows that open.
Rate: \$145 single; \$145 double

Hilton San José. Top-quality hotel attached to the convention center with restaurant, bar, and gift shop. All guest rooms have a refrigerator.
Rate: \$169 single; \$179 double

Sainte Claire. Boutique, full-service hotel featuring the Il Fornaio restaurant. Guest rooms have robes, safe, CD and DVD player.
Rate: \$129 single; \$129 double

San José Marriott. Top-quality hotel attached to the convention center featuring Arcadia American Steakhouse Restaurant and the brand new Tanq Lounge.
Rate: \$169 single; \$169 double

Airport Hotels

Approximately 3 miles from the convention center and with easy access to the city's light rail system.

Holiday Inn San José. Nestled on 17 acres of lush gardens with waterfalls and meandering paths, this full-service hotel is conveniently located and adjacent to the light rail. Enjoy Sealy Posturepedic pillow-top mattresses in the guest rooms. Resort-size pool and complimentary airport shuttle.
Rate: \$128 single; \$138 double

Wyndham Hotel San Jose. An excellent value, full-service hotel with spacious guestrooms, restaurant, lobby lounge, and complimentary airport shuttle. Adjacent to light rail. Guest rooms have Herman Miller chairs and windows that open.
Rate: \$139 single; \$139 double

Amenities & Distance Chart

Map code	Hotel	No. of ICMA rooms	Distance from San José McEnergy Convention Center	Internet in guestrooms (per day)*	Pool	Parking (per day)*
1	The Fairmont San Jose (headquarters)	400	2 blocks	Wired and Wireless-\$13.95**	Outdoor (heated)	\$26 valet only
2	Crowne Plaza San José Downtown	170	Across the street	Wireless-\$9.95	No	\$19 self
3	Four Points by Sheraton San José Downtown	50	2 blocks	Free	No	\$20 self
4	Hilton San José	240	Attached	Wired-\$9.95	Outdoor (heated lap pool)	\$19 self/\$24 valet
5	Sainte Claire	90	1 block	Free	No	\$26 valet only
6	San José Marriott	400	Attached	Wireless-\$12.95	Outdoor (heated)	\$25 valet only
7	Holiday Inn San José ***	50	3 miles, across the street from light rail	Free	Outdoor	Free
8	Wyndham Hotel San José ***	50	3 miles, across the street from light rail	Wireless-\$9.95	Outdoor (heated)	Free

* Internet and parking prices are subject to change. Self-parking has no in/out privileges.

**Complimentary to President's Club members. It's free to join.

***Hotels near airport.

