

# Housing Form

## ICMA's 99th Annual Conference



**GUEST INFORMATION** Please read "Booking your conference hotel room" 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		Fax <i>If providing international numbers, please include country and city access numbers</i>	
Address 1		Address 2	
City/State/Province	Zip/Postal Code	Country	
Send acknowledgement to: <input type="checkbox"/> Guest <i>(only one acknowledgement will be sent)</i> or <input type="checkbox"/> Other e-mail: _____			

### 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)

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 page 3:

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

*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: \_\_\_\_\_

**To request a hospitality suite or reception room, please contact Sallie Ann Burnett at [sburnett@icma.org](mailto: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

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

Mail housing form to **Orchid Event Solutions, 175 S. West Temple, Suite 140, Salt Lake City, Utah 84101** or fax it to 801-355-0250.

**DO NOT SEND THIS FORM TO ICMA'S WASHINGTON, D.C. ADDRESS  
DEADLINE: August 30, 2013**



# Booking Your Conference Hotel Room

## Please Read Carefully

- Hotel reservations will be taken on a first-come, first-served basis by Orchid Event Solutions (OES). For best availability and immediate confirmation, make your reservation online 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 August 30** to guarantee availability and conference rates.

## Instructions

### Reservations by:

- Internet:** Use the interactive, secure site at [www.icma.org/conference2013](http://www.icma.org/conference2013)
- Fax:** Fax completed forms to 801-355-0250 (do not mail after faxing)
- Mail:** Orchid Event Solutions, 175 S. West Temple, Suite 140, Salt Lake City, Utah 84101
- Telephone:** Toll free (US): 877-805-4602  
International: +1-801-505-4602

### 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 **August 30** to take advantage of special rooms rates. Higher rates may exist after that time. All rates are per room and are subject to 14.45% state and local tax. Reservations may be changed (based on availability) or cancelled until **August 30** without penalty. A \$25 processing fee will be assessed on cancellations after **August 30**.
- 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

Orchid Event Solutions will send reservation acknowledgements 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 acknowledgement in this time frame, contact Orchid Event Solutions. **You will not receive a written confirmation from the hotel.**

### Cancellations/Changes/Refunds

- Cancellations after August 30 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 September 12, send requests for changes and cancellations in writing to Orchid Event Solutions via e-mail ([help@orchideventsolutions.com](mailto:help@orchideventsolutions.com)) or fax (801-355-0250). After September 12, contact hotels directly to make changes and cancellations.
- **Do not contact the hotels directly until after September 12.**

### Questions?

For answers to conference housing questions, call Orchid Event Solutions at 877-805-4602 between 7:00 a.m. and 6:00 p.m. Mountain Daylight Time, Monday through Friday or e-mail questions, cancellations, or changes to your reservation to [help@orchideventsolutions.com](mailto:help@orchideventsolutions.com).





## Additional Information

### Travel to Boston

If you need personal attention in booking your travel, you may contact ICMA's official travel agency Travel Discounters at 301-590-0923, 800-220-9126 toll free outside the DC area, or [neald@traveldisc.com](mailto:neald@traveldisc.com) and identify the meeting name: ICMA Annual Conference. Travel Discounters has negotiated discounts with Delta and United Airlines ranging from 2–10% off their published price from both domestically and international departure cities. Note that Travel Discounters does not handle conference hotel reservations. Contact Orchid Event Solutions using this form to make hotel reservations.

### Getting around in Boston

Boston is rich in history and the variety of restaurants, shops, and neighborhoods will provide a very enjoyable experience for all attendees. All conference hotels are within walking distance of the Hynes Convention Center, where most conference sessions and events will take place. The Massachusetts Bay Transportation Authority—locals know it simply as the “T”—offers subway, bus, trolley car, and boat service to just about everywhere in

the Greater Boston area and beyond. The map on page 4 shows T subway stops in the Back Bay area.

### 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 will meet a variety of attendee needs and preferences.
- All hotels have business centers, fitness/exercise rooms and indoor pools (except for Boston Park Plaza Hotel & Towers), restaurants, and gift shops; guest rooms have coffee makers, hairdryers, and iron/ironing boards; and room service is available unless noted otherwise. All hotels are non-smoking.

### Sheraton Boston Hotel

Top quality, headquarters (executive board) hotel. Fresh from a \$75 million renovation, Sheraton Signature guestrooms offer views of the Charles River or historic Back Bay. Stay connected with the Link@Sheraton as the connectivity hub of the lobby. Guests can surf the web, watch a game with friends, or enjoy a cup of coffee at Starbucks. Indoor passageways lead to the Hynes Convention Center and more than 150 shops and restaurants at the Prudential Center and Copley Place Mall.

*Rate: \$259 single/ double*

### Boston Marriott Copley Place

Top-quality hotel located in the heart of Boston's historic Back Bay. Champions and Connexion are popular places to connect with colleagues, and Starbucks is also a favorite stop. Indoor walkways lead to the Hynes Convention Center and restaurants and shops at the Prudential Center and Copley Place Mall.

*Rate: \$263 single; \$283 double*

### Boston Park Plaza Hotel & Towers

Top-quality, historic hotel built in 1927 that distinguishes itself with classic elegance and personalized service. The hotel was recently renovated and it is 200 yards from America's oldest public park: The Boston Common. Enjoy the restaurants and bars, as well as an onsite barber shop and beauty salon. The hotel is adjacent to the Public Garden and the chic boutiques, art galleries and restaurants of the world-famous Newbury Street.

*Rate: \$219 single/ double*

### Hilton Boston Back Bay

Top-quality hotel, recently renovated into a state-of-the-art hotel. Ideally located in the heart of Boston's prestigious and historic Back Bay neighborhood. Enjoy the restaurant and lobby lounge, as well as the seasonal patio.

*Rate: Hotel: \$249 single; \$259 double*

# Amenities & Distance Chart

Map code	Hotel	No. of ICMA rooms	Distance from Hynes Convention Center	Internet in guest rooms (per day)*	Parking (per day)*
1	Sheraton Boston Hotel (headquarters hotel)	900	Adjacent to the center	\$9.95	Self: \$39 / Valet: \$46
2	Boston Park Plaza Hotel & Towers	325	6 blocks	\$12.50	Valet: \$42 / Self: \$31
3	Hilton Boston Back Bay	175	Across the street	\$14.95	Valet: \$39 / Self: \$35
4	Marriott Boston Copley Place	700	4 blocks	\$12.95	Valet: \$47 / Self: \$35

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

