

Housing Reservation Instructions

Four Ways To Make Housing Reservations

1. Online

Go to www.aals.org/am2007/ and click on 'Hotel'

2. Phone

U.S. and Canada: (800) 492-7886. International: (847) 940-4211
Phone reservations are limited to 5 per call. Requests for more than 5 reservations must be submitted in writing.

3. Mail

See form on previous page

4. FAX

See form on previous page

AALS has negotiated special convention rates at three hotels in Washington, DC for the AALS Annual Meeting. All AALS functions are scheduled at the Marriott Wardman Park Hotel. Events of other organizations are scheduled at the Marriott Wardman Park, Hilton Washington & Towers and the Omni Shoreham. Buses will be shuttling between the three hotels. AALS Registration and Exhibit Hall will be located in the Marriott Wardman Park. See the back cover of this brochure for a map of downtown Washington, DC with hotel locations.

Hotel reservations can be made by four different methods (online, phone, fax or mail) with the WCTC/AALS Housing Bureau. The Housing Bureau is open Monday through Friday, 8:00 a.m. to 5:00 p.m. Central Standard Time. You must register for the AALS Annual Meeting in order to qualify for the special convention hotel rates.

Deadline: Reservations must be made with the WCTC/AALS Housing Bureau by December 18, 2006. If you have not made your reservation by December 18, please visit the Web site www.aals.org/am2007/ for instructions about hotel availability and how to reserve a room.

Confirmations: The AALS Housing Bureau will send out confirmations by e-mail, fax or mail within 72 hours of processing your reservation. Confirmations will be e-mailed when e-mail addresses are provided unless otherwise indicated. Room reservations made by phone will be confirmed immediately with a confirmation number. The hotels do not send out confirmations.

Avoid Duplicate Reservations: Making the same reservation by more than one method will result in duplicate reservations and additional charges.

Hotel and Room Choices

Hotel Preference - Please indicate your hotel in order of preference on the Housing Reservation Form. (Remember: do not call hotels directly for reservations prior to Dec. 26). All rates are subject to 14.5% sales tax.

Marriott Wardman Park
2660 Woodley Road, NW
Washington, DC, 20008
\$135 single or double;
\$225-400 suites

Hilton Washington & Towers
1919 Connecticut Avenue, NW
Washington, DC, 20009
\$135 single or double
\$230-\$415 suites

Omni Shoreham
2500 Calvert Street, NW
Washington, DC, 20008
\$135 single or double
\$250-\$400 suites

Arrival and Departure: Please provide your arrival and departure information when making your reservation. Rooms are available as early as December 31, 2006 and as late as January 7, 2007. However, only a few rooms are available at the convention rate at either end of this period.

If you need more than one room, photocopy the Housing Form and submit a separate form for each room desired.

For suite information, please visit the AALS website or contact AALS and ask for a Suite Memo. If you decide to reserve a suite, please provide the hotel name, suite type and rate when making the reservation. Assignment of suites is subject to AALS approval.

Occupants in Room: If sharing rooms, please designate one person to make the reservation. List all occupants including children and their ages. Children under the age of 18 may stay free of charge in parent's room. For individuals over the age of 18 sharing a room, there is an additional charge of \$20 per person for more than two people sharing a room.

Disability: If anyone in the room has a disability, please indicate the nature of the disability and any special accommodations needed.

Deposit (required)

The deposit is \$135 for a single or double room, \$300 for a one-bedroom suite, and \$420 for a two-bedroom suite.

You can pay your deposit by check or credit card. If paying by check, make it payable to WCTC/AALS Housing Bureau and send the completed Housing Reservation Form and check to "WCTC/AALS Housing Bureau, 108 Wilmot Road, Suite 400, Deerfield, IL 60015-5124." If paying deposit by credit card, you may make your reservation by phone, fax or online. See Housing Reservation Form for details. Wire transfers are not accepted. See refunds below.

Changes and Cancellations

Reservations may be changed or canceled anytime after receiving your confirmation. **Before Dec. 18:** contact the AALS Housing Bureau by phone (800) 492-7886 or fax (800) 521-6017 or visit www.aals.org/am2007/ and click on 'hotel'.

After December 18: Wait until December 26 and contact the hotel directly. The hotel phone numbers are provided on the confirmations or can be provided by the Housing Bureau.

Refund of Deposit: For cancellation on or before December 18, the full deposit will be refunded. For cancellation between December 19th and 6:00 p.m. on expected date of arrival, the deposit less \$18 will be refunded. **Deposit will be forfeited for cancellations made after 6:00 p.m. on expected date of arrival.**