

## Hotel Reservation Request

The Hilton New Orleans Riverside is pleased to have been chosen as the host hotel for this meeting. You can make a hotel reservation on-line, by phone, fax or mail.

**Online:** Visit [www.aals.org/clinical2007/](http://www.aals.org/clinical2007/) and click 'Hotel'

**Phone:** Call 1-800-HILTONS. Be sure to indicate "AALS Conference on Clinical Legal Education" and confirm the rate of \$189 single or double.

**Fax:** Complete this form and fax to (504) 584-3979

**Mail:** Complete this form and mail to Hilton New Orleans Riverside, 2 Poydras at the Mississippi River, New Orleans, LA 70140

The Hilton New Orleans Riverside will not hold your reservation after 6:00 PM on the day of arrival without guaranteeing the reservation with a credit card. AALS encourages you to guarantee your room because an unexpected arrival after 6:00 PM could result in a cancellation of the reservation if it is not guaranteed. Credit cards will not be charged if cancellation notification is received by the hotel by 6:00 PM on the expected day of arrival.

Please note that check-in is 3:00 PM. Check-out time is 12:00 PM.

### Room Rates

Single/Double: \$189.00 plus 13% sales tax and \$3.00 occupancy tax. Add \$20.00 per night for each additional adult in the room.

**CUT-OFF DATE: April 10, 2007**

Please note: the cut-off date does not guarantee availability. To ensure accommodations, please make your hotel reservation early.

### Guest Information

Guest Name \_\_\_\_\_

Address \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Day Telephone \_\_\_\_\_

Evening Telephone \_\_\_\_\_

Arrival Date and Time \_\_\_\_\_

Departure Date and Time \_\_\_\_\_

I will arrive at the hotel after 12:00 midnight

### Room Information

Number of people in room:  1  2  3  4

Share with \_\_\_\_\_

Bed Type Preference:  King

Double/Double (2 beds)

Smoking  Non-Smoking

Remarks/special needs: \_\_\_\_\_

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

### Payment Information

I would like to guarantee my reservation for late arrival (after 6:00 p.m.)

American Express  Carte Blanche  Diners Club

Master Card  Visa

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_