

**Hotel Reservation Request for AALS Workshops for New Law
Teachers and Beginning Legal Writing Teachers**

The Westin Grand Hotel

June 23-26, 2005

The Westin Grand is pleased to have been chosen as the host hotel for this meeting. You can make a hotel reservation online, by phone, fax or mail.

Online: Visit www.aals.org/nlt2005/ and click on "Hotel Reservations"

Phone: Call (202) 429-0100 (do not use the toll free reservation number). Be sure to indicate "AALS Workshop for New Law Teachers" and confirm the rate of \$175 plus 14.5% sales tax for a single or double.

Fax: Complete this form and fax to (202) 429-9759

Mail: Complete this form and mail it to The Westin Grand, 2350 M Street, NW, Washington, DC, 20037

AALS encourages you to guarantee your room because an unexpected arrival after 6:00 p.m. will result in a cancellation of the reservation if it is not guaranteed.

Room Rates:

Single/Double: \$175.00 plus 14.5% sales tax

CUT-OFF DATE: June 2, 2005

Please note: Making a reservation prior to the cut-off date does not guarantee availability of the AALS rate. To ensure accommodations, please make your hotel reservation early.

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

Guest Name: _____

School/Organization: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Telephone: (H) (_____) _____
(W) (_____) _____

Arrival Date and Time: _____

Departure Date and Time: _____

I will arrive at the hotel after 12:00 midnight

Number of people in room:

1 2 3 4

Share with: _____

Smoking Non-Smoking

Bed Type Preference:

King Double/Double (2 beds)

Remarks/special needs: _____

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

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

Deposit Enclosed: Check or Money Order \$

American Express Carte Blanche Diners Club

MasterCard Visa

Credit Card #: _____

Expiration Date: _____

Authorized Signature: _____