

Hotel Reservation Request

Send this form to:

The Westin Grand
2350 M Street, NW
Washington, DC 20037
Call (202) 428-0100 or fax (202) 429-9759

Guest Name

School/Organization

Address

City

State

Zip

Telephone Number

Fax Number

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:

Yes, I would like to guarantee for late arrival after 6 p.m.

Deposit Enclosed: Check or Money Order \$ _____

American Express Carte Blanche Diners Club

MasterCard Visa

Credit Card No.: _____

Exp. Date: ___ ___ / ___ ___

Authorized Signature: _____

See reverse side for important information

AALS Workshopo for New Law Teachers—June 26–29, 2003

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

CUT-OFF DATE: June 5, 2003

Please note: Make your hotel reservations early since it is possible that the room block could fill prior to that date.

Check-in time is 3:00 p.m. Check-out time is 12:00 noon.

RESERVATION REQUEST

The Westin Grand is pleased you have chosen it for your upcoming visit.

In guaranteeing your reservation for late arrival (arrival after 6:00 p.m.) the Westin Grand requires that you either:

1. Send this form with a check or money order covering the first night's room and tax.
2. Fax (202) 429-9759 or call the hotel at (202) 429-0100 with your reservation, along with the entire number of one of the following credit cards: American Express, Carte Blanche, Diners Club, MasterCard or Visa. If faxing the form, don't forget the expiration date and your signature, and be sure that you receive a confirmation from the hotel.

The Westin Grand will not hold your reservation after 6:00 p.m. on the day of arrival without guaranteeing the reservation with one of the above methods. Deposits will be refunded only if cancellation notification is received by the hotel by 6:00 p.m. the day prior to arrival.

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

Check-out time is 12:00 noon.