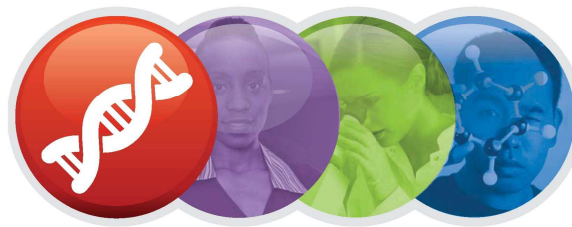


ABRCMS 10th Anniversary

Charlotte, North Carolina, 2010



Annual Biomedical Research Conference for Minority Students

2010 ANNUAL BIOMEDICAL RESEARCH CONFERENCE FOR MINORITY STUDENTS (ABRCMS) NOVEMBER 10-13, 2010 ~ CHARLOTTE, NC

GROUP RESERVATIONS HOUSING POLICIES AND PROCEDURES

READ CAREFULLY

We appreciate your continued use of hotels within the ABRCMS room block. This enables us to offer lower hotel rates to our attendees. In order to receive the discounted ABRCMS rate, you must book through the Visit Charlotte Housing Bureau by using the official ABRCMS housing form. Note that based on past history, the ABRCMS room blocks sell out by September each year. It is important that you secure your rooms early.

Please note the following information when making your reservation:

Group reservation is defined as a reservation from a single institution comprised of 5 or more rooms in a specific room block.

Reservations: Below are the two options to submit group reservations and rooming lists. Complete reservation/rooming list forms and return to the Visit Charlotte Housing Bureau. **We strongly encourage faxing your reservation/rooming lists.**

- A. Fax: (704) 347-1158
- B. Mail: Visit Charlotte Housing Bureau
500 S. College St., Suite 300
Charlotte, NC 28202-1873
Attn: ABRCMS 2010 Housing Reservation

We advise that you do not submit duplicate names on your rooming list. Duplicate reservations will automatically be cancelled unless you notify Visit Charlotte. Visit Charlotte is NOT responsible for duplicate reservations.

IMPORTANT INFORMATION AND DEADLINES

- 1) **On or before October 15, 2010 - Group reservation form/rooming lists** are due to Visit Charlotte Housing Bureau. Space is limited. Reserve your rooms early. In past years, ABRCMS rooms are sold out by September. **Reservations without a rooming list will not be accepted.**
- 2) **On or before October 22, 2010 - Changes/updates to rooming list** must be submitted by email to abrcms@visitcharlotte.com

- 3) **DEPOSIT:** In order to process your reservation, a valid credit card number, including expiration date valid through November 2010 must be provided. If you do not have a credit card, you may send an institutional check, certified check, or money order made payable to Visit Charlotte Housing Bureau equaling one night's room and tax for each room requested. This deposit will be posted to each room requested by your group at the assigned hotel. **Personal checks are not accepted.** Deposits are refundable only if cancellations are made at least 72 hours prior to arrival. No refunds will be made for cancellation made less than 72 hours prior to arrival.
- 4) Reservation Acknowledgement /Confirmations will be emailed to the group contact within 5 business working days.
- 5) You may access your reservation on-line at www.arbcms.org .
- 6) Reference your acknowledgement number when making changes or cancellations with the Visit Charlotte Housing Bureau.

STEPS FOR MAKING CHANGES OR CANCELATIONS

The Visit Charlotte Housing Bureau will make changes and cancellations requested in writing on or before October 22, 2010.

Email changes/cancellations to: abrcms@visitcharlotte.com or fax to (704) 347-1158.

- 7) Do not contact the hotels before Monday, October 25th. Hotels will not have your reservation information until this date. Cancellations must be made at least 72 hours prior to arrival, otherwise reservations are subject to a "NO SHOW" fee of one night's deposit (room rate plus tax) charged by the hotel.
- 8) Early Departure Fee: To avoid any early departure fee, please inform the hotel upon check-in if you plan to depart earlier than your scheduled departure date.
- 9) Taxes: Rates do not include 16.25% tax (tax rate is subject to change).
- 10) SMOKING ROOMS: Due to limited inventory of smoking rooms, requests for smoking rooms cannot be guaranteed. All Smoking room requests are assigned on a first come, first served basis.
- 11) Incidentals: Hotel's require a credit card imprint or deposit for incidentals upon check-in.
- 12) Check-In/Check-out: Check-in begins at 3:00 p.m. Check-out times vary at each hotel.

Questions: Email: abrcms@visitcharlotte.com
Tel: 866-926-1496 (NOTE: This is **VoiceMail only**, calls will be returned within 24 hours, Mon-Fri)



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NOVEMBER 10-13, 2010 ~ CHARLOTTE, NC**

**GROUP RESERVATIONS
HOTEL RESERVATION FORM**

****IMPORTANT: Complete Rooming list form and return to Visit Charlotte Housing Bureau****

Official Conference Hotels <i>(Hotels are listed in order of proximity to Convention Center)</i>			
Hotel Name	Rates	Gov't Rate (very limited)	Distance from Convention Center
Hilton Charlotte Center City	\$184(single), \$194 (double)	Not Available	Across Street
Westin Charlotte (Nonsmoking facility)	\$175 (single), \$175 (double)	Limited availability	Across Street
Omni Charlotte Hotel	\$144 (single and double)	Limited availability	3 blocks
Courtyard by Marriott Charlotte City Center	\$133(single and double)	Not Available	3 blocks

NOTE: ABRCMS will not provide transportation service to and from hotels.

Hotel Selection: Please list four choices in order of preference. If all of your choices are not available, you will be assigned to the next available property.

1st choice _____ 2nd choice _____
3rd choice _____ 4th choice _____

Group Contact Information:

Name: _____ Email Address: _____

School/Group Name: _____

Mailing Address _____

City: _____ State: _____ Zip: _____

Daytime telephone number: _____ Fax: _____

Please fill in the number of rooms per day that you wish to reserve using the following table:

Date:	11/9	11/10	11/11	11/12	11/13	11/14
Room Type	Tue	Wed	Thurs	Fri	Sat	Sun
Single						
Double						
Totals						

Grand Total rooms: _____

