



2017 ANNUAL BIOMEDICAL RESEARCH CONFERENCE FOR MINORITY STUDENTS (ABRCMS)

NOVEMBER 1-4, 2017 PHOENIX, AZ
GROUP HOTEL RESERVATION FORM

****Complete all forms and return to Experient as soon as possible****

FAX: 847-996-5401 or MAIL: Experient-Inc. 5202 Presidents Court, Suite G100 Frederick, MD 21703

To help ensure that all reservations are processed accurately, please print clearly.

Official Conference Hotels		
Hotel Name	Event Rates	
	Single	Double
Hyatt Regency Phoenix	\$ 194	\$ 194
Sheraton Grand Phoenix	\$ 194	\$ 194
Renaissance Phoenix Downtown	\$ 194	\$ 194

IMPORTANT: Traditionally, hotels sell out within 2 months of opening. Please book early. If hotels are sold out at the time of request, your rooms will held as pending and confirmed at the first available property.

Room rates shown do not include 12.57% Hotel Tax (subject to change). Requests for specific hotels are not guaranteed. All rates are negotiated to include wireless internet access. All hotels are within walking distance to the Phoenix convention center.

Group Contact Information:

Name: _____

Email Address (required): _____

School/Group Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime telephone number: _____ Fax: _____

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

Room Type	Oct 31 Tue	Nov 1 Wed	Nov 2 Thur	Nov 3 Fri	Nov 4 Sat	Nov 5 Sun
Single (1 Bed)						
Double/Double (2 Beds)						
Total # of Rooms Needed Per Night						

Special Requests: _____

Examples: Preferred Hotel(s), ADA accessible, high floor, etc.

Special requests (outside of ADA requirements) are not guaranteed.

* Government rates are available, but limited and must be booked online. Government rates are only available to active duty military and civilian Government employees; State institutions and institutions receiving federal funding do not qualify. U.S. Government issued active duty ID cards and travel orders are required upon check-in.

Guarantee:

In order to process your reservations, a valid **credit card** number, with an expiration date valid through November 2017, must be provided to hold your rooms.

Please circle the card type and enter the details below:

MasterCard**American Express****Visa****Discover**

Credit Card #: _____ Expiration (MM/YY) _____

Credit cards used as a guarantee will not be charged when reservations are processed, and will only be used to hold the rooms. Credit cards are only charged in the event of cancellations within 48 hours to your arrival, or reservation no-shows.

Once completed, these forms may be faxed to 847-996-5401.

Cancellation Policy:

- **June 30 – October 9:** Cancellations may be processed by email to; ABRGroup@experient-inc.com, or Fax; 847-996-5401
- **October 10- October 17:** Changes/Cancellations are not accepted.
- **After October 17:** Please contact your assigned hotel directly.

Reservations cancelled after October 10th may incur additional charges and/or fees. Please review your reservations prior to this date to ensure accuracy and avoid penalties.

Reservations cancelled within 48 hours to arrival, or reservation no-shows will be subject to a mandatory hotel cancellation fee in the amount of one night room and tax.

Note: Date changes or guest substitutions are not considered cancellations and will not be charged.

Billing (check one):

If you would like to pre-pay for your hotel reservations in advance, please complete the following:

Will billing on the rooms be: **Individual Payment** or **Consolidated Group Payment**

Will payment be received via: **Check** or **Credit Card**

1. If you have indicated a payment method via **check**, you will be sent a confirmation via email specifying the amount owed and further instruction, once reservation processing is complete. An Institutional check must be provided. Personal checks are not accepted. All checks must be received by Experient via mail no later than October 3.
2. If you have indicated a payment method of via **credit card**, please indicate whether:
 - _____ The same credit card used as a **Guarantee** above will be used to pay for the rooms.
 - _____ I will provide different credit card payment information (card type, card number, and expiration date in MM/YY Format) to Experient before October 3, 2017.

If you choose not to pre-pay for your reservations, individual payment will be expected at check-in.

A credit card, debit card, or cash deposit for incidental expenses will be required during the check-in process at the hotel. Use of a credit card for incidental expenses is strongly encouraged.

Purchase orders will not be accepted.

GROUP ROOMING LIST

Reservation requests will not be processed without all names. Duplicate names are not permitted.

Room #	Roommate 1 First Name/Last Name	Roommate 2 First Name/Last Name	Arrival Date (e.g. 11/01/17)	Departure Date (e.g. 11/5/17)	1 Bed or 2 Beds
#1					
#2					
#3					
#4					
#5					
#6					
#7					
#8					
#9					
#10					
#11					
#12					
#13					
#14					
#15					
#16					
#17					
#18					
#19					
#20					

Booking more than two people per a room is strongly discouraged. Nightly room rate may increase per guest in the room. Hotels reserve the right to charge additional fees if the number of guests actually staying in a room exceeds the number of guests for which the room was initially reserved.

Please allow up to 5 business days from receipt of group reservation forms for reservations to be processed. All rooms are subject to 12.57% Hotel Tax (subject to change).

****IMPORTANT: Complete all forms and return to Experient as soon as possible. CHECKS must be received by October 3****
FAX: 847-996-5401 or MAIL: Experient-Inc 5202 Presidents Court, Suite G100 Frederick, MD 21703

For housing questions, please contact Experient:

Experient-Inc

Toll-Free (U.S. and Canada): 1-800-974-3621

International: +1 240-439-2921

8:30 AM – 5:00 PM (Pacific Time)

ABRGroup@experient-inc.com