

UW CONFERENCE SERVICES HOUSING RESERVATION

International Joint Conference on Artificial Intelligence August 5 – August 10, 2001

Package Description A special package has been created to provide campus housing and food services for delegates participating in International Joint Conference on Artificial Intelligence. The package includes:

| | |
|--|--|
| 5 nights of housing nights of August 5 – 9, 2001 | -nonrefundable reservation fee \$10.86 |
| 5 breakfasts August 6-10, 2001 | -applicable sales tax |

If you wish to arrange for this package, please complete and return this form along with full payment no later than Tuesday, July 10, 2001. Upon receipt of your reservation and prepayment we will send you a confirmation including a campus map and travel directions.

Reservation Information Please use a separate form for each person's reservation.

Please type or print clearly.

FEMALE MALE

NAME (LAST, FIRST, MIDDLE INITIAL) _____

MAILING ADDRESS _____

CITY/STATE/ZIP/COUNTRY _____

TELEPHONE _____

FAX _____

EMAIL _____

Roommate Request If you select a double room, you may indicate a roommate preference and mutual requests will be honored. If you select a double room and do not designate a roommate, one will be assigned.

Accessibility Please describe any accessibility accommodation you may require for housing or parking: _____

Standard Package Package dates are August 5-10, 2001, and may not be altered. There is no credit for fewer days or missed meals. Package rates are per person. Choose one:

DOUBLE OCCUPANCY: \$193.23 = \$ _____

SINGLE OCCUPANCY: \$263.23 = \$ _____

Extra Nights July 31, August 1, 2, 3, 4 and August 10, 2001, **ONLY**. Breakfast is included. Rates listed are per person per night. Choose one:

DOUBLE OCCUPANCY: \$36.48 X _____ # OF NIGHTS = \$ _____

SINGLE OCCUPANCY: \$50.48 X _____ # OF NIGHTS = \$ _____

TOTAL ENCLOSED: = \$ _____

Method of Payment (check one)

- Check (US funds on a US bank account) payable to University of Washington. Please mail reservation with check in same envelope!
 Purchase Order. Please attach copy of purchase order and advise us of any action required to initiate payment.

Visa

MasterCard

AMEX

ACCOUNT NUMBER _____ EXPIRATION DATE _____
 AUTHORIZED SIGNATURE _____

Room Qualifications

Please indicate room type preference:

SINGLE DOUBLE

ARRIVAL DATE: _____

DEPARTURE DATE: _____

Conference Office Use Only

Conf #210834 _____

Coord CCS _____

Conf AR # 25159 AAA _____

Log Date _____

Log Initial _____

Log # _____

Batch Date _____

Batch Initial _____

Del AR # _____

Total Recd \$ _____

Total Due \$ _____

We Owe \$ _____

Ref Sent _____

Del Owes \$ _____

Confirm Initial _____

Confirm Date _____

You may fax this form if paying by credit card, but then please **DO NOT** mail an additional copy!

UNIVERSITY OF WASHINGTON ✦ BOX 355615 ✦ SEATTLE, WASHINGTON 98195-5615
 TEL: (206) 543-7634 ✦ FAX: (206) 543-4094 ✦ EMAIL: confhous@u.washington.edu

Additional information on reverse side

UW Conference Services Housing Policy Guidelines

Package Plan Housing and meal service are offered as a package plan for fixed dates. No credit is given for a shorter stay or missed meals. When available, early arrival and late departure days may be added to the package at an additional charge. Please observe the allowable extra dates on the front of this form.

Accommodations Residence halls are within a 10 to 15 minute walk of most meeting areas on campus. Residence halls are not air-conditioned. All rooms are furnished with twin beds, a local-access telephone with voice mail (long-distance calls may be placed using a credit card or prepaid calling cards) and a small fan. Bed linen, towels, soap and drinking cups are provided. Rooms share community bath facilities. Occasionally the appropriate bath facility will be located one floor above or below your room. Attractive lounges, patios and other gathering areas are found throughout the halls. Laundry facilities are available in each building. Television lounges and kitchenettes with ranges or microwave ovens are located on most floors. Residence halls offer a smoke-free environment. Smoking is prohibited in all public areas and in private sleeping rooms. Please note that UW residence halls are designed for adult usage, and the facilities are not childproof. Adults are responsible for the supervision of their children at all times. The University of Washington is a pedestrian campus, bring comfortable shoes and be prepared to walk.

Meal Service Meals included in the package plan are served in a dining room reserved for conference guests. Whatever your prearranged board plan may be, you will find a selection of carefully prepared items offered cafeteria (or buffet) style. All meals offer a meatless selection but vegan meals are not available. Other dietary restrictions and preferences may not be accommodated.

Parking Overnight parking is available near the residence halls. The current daily rate is \$7.00 Monday through Friday and \$3.00 Saturday, 7 a.m. to 12 noon. There is no charge to park on campus from 12 noon on Saturday to midnight on Sundays or holidays. These rates are subject to change without notice. Availability is limited and not guaranteed. More information regarding parking will be sent with your confirmation.

Payment Reservations will not be confirmed unless full payment is sent with this reservation form by the reservation deadline date on the front of this form. Advance payment may be made in US dollars by check, purchase order, Visa, MasterCard or American Express. Checks should be made payable to the University of Washington and on a US bank account. Purchase orders should include instructions for initiation of payment. Arrangements must be made in advance if purchase orders are to be presented on arrival. Checks and purchase orders must be mailed with the reservation form in the same envelope. The University of Washington charges \$25 for all returned checks. Reservations paid by Visa, MasterCard or American Express may be faxed. To avoid duplicate reservations and charges, please do not mail in the faxed form.

Confirmation Once this reservation form is received with payment, you will be sent a confirmation identifying your check-in location, along with travel directions to campus. Check-in time is 2 p.m. and checkout time is 11 a.m. unless the confirmation states otherwise.

Cancellations and Refunds

- If the cancellation is received by the Conference Services office before the reservation deadline date, the prepayment less the reservation fee of \$10.86, will be refunded.
- If the cancellation is received by the Conference Services office after the reservation deadline but before the scheduled arrival date, the prepayment of \$10.86 and \$38.65 double/\$52.65 single will be retained and the balance will be refunded.
- If no advance cancellation is received by the Conference Services office and you are a no-show, the prepayment less the reservation fee of \$10.86 and \$96.62 double/\$131.62 single will be retained and the balance will be refunded.

If paying by check or PO,

✉ mail form and payment to:

CONFERENCE HOUSING RESERVATIONS
University of Washington
Box 355615
Seattle, WA 98195

If paying by credit card,

fax to:

CONFERENCE HOUSING RESERVATIONS
Fax: (206) 543-4094

Questions? Please contact us at:

CONFERENCE SERVICES

☎ Tel: (206) 543-7634

✉ Email: confhous@u.washington.edu