



## 2003 GSA Annual Meeting & Exposition NOVEMBER 2-5, 2003 ■ SEATTLE, WASHINGTON

### INSTRUCTIONS

The deadline date for new reservations is **Friday, October 3, 2003**. For best availability and immediate confirmation, make your reservation via the Internet.

**INTERNET:** Visit GSA's Web site, [www.geosociety.org](http://www.geosociety.org).

**PHONE:** Call the Seattle Housing Bureau at (888) 877-0255 or (206) 461-5881.

**FAX:** Only fully completed forms will be accepted at the Seattle Housing Bureau at **206-461-5853**.

Use one form per room, make copies as needed.

**MAIL:** Only fully completed forms will be accepted at the Seattle Housing Bureau, **One Convention Place, 701 Pike Street, Suite 800, Seattle, WA 98101**.

### ACKNOWLEDGMENTS

The Seattle Housing Bureau will send you an acknowledgement of your reservation. Please review all information for accuracy. If you do not receive your acknowledgement within 10 to 14 days or have questions regarding your reservation, please contact the Seattle Housing Bureau by phone at: 888-877-0255 or by e-mail at [hotelres@seeseattle.org](mailto:hotelres@seeseattle.org).

**You will not receive a confirmation from the hotel.**

### ROOM RATES/TAXES

To take advantage of the special Seattle rates, please book your reservation by **October 3, 2003**. After that date, the Seattle room blocks will be released and rooms may only be available at higher rates. All rates are per room and are subject to **15.6%** tax, (subject to change). Special requests cannot be guaranteed, however hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.

### DEPOSITS

All reservations must be guaranteed with a credit card or check. Credit cards will not be charged a deposit. Checks are only accepted with mailed forms in the amount of \$200 for deposit made out to Seattle Housing Bureau and sent to the address listed above.

### CHANGES/CANCELLATIONS

**Reservations may be changed or cancelled via the web site or through the Seattle Housing Bureau until October 17, 2003. Cancellations received after the form cutoff date, October 17, 2003, will be assessed a \$25.00 processing fee. Do not contact the hotels directly until after October 17, 2003.**

## Hotel Reservation Form

For best availability, make your reservation via the internet [www.geosociety.org](http://www.geosociety.org)

Arrival Date		Departure Date	
First Name	M.I.	Last Name	
E-mail Address:			
Daytime Phone:		Fax:	
Company			
Address			
Address 2			
City/State/Province		Zip/Postal Code	Country

### HOTEL SELECTION

Please list four choices in order of preference.

First	Second
Third	Fourth

**If all requested hotels are unavailable, a reservation will be made at the next available hotel. Please indicate criteria for choices:**

Comparable room rate  Proximity to conference site

# of occupants \_\_\_\_\_ # of beds requested \_\_\_\_\_

**To request a suite, please contact the Housing Manager at (206) 461-5894**

List all room occupants:



Check here if you have a disability requiring special services

Non smoking room request

Special requests:

### DEPOSIT INFORMATION

All reservation requests must be guaranteed. Credit cards will not be charged prior to the arrival date. Hotel Reservation Forms received without a valid credit card will not be processed. Please be advised that the credit card must be valid through the dates of the convention or your reservation will not be processed. Checks are only accepted with a mailed Hotel Reservation Form, in the amount of \$200 for deposit and made out to the Seattle Housing Bureau.

American Express  Discover  Diner's Club  MasterCard  Visa

Card Number	Exp. Date
Name on Credit Card	
Cardholder's Signature*	*Necessary to process reservation