



# 2009 Geological Society of America Annual Meeting & Exposition Oregon Convention Center - Portland, OR 18-21 October, 2009

To take advantage of the special GSA convention rates, please book your reservation by 14 Sep, 2009.

### Instructions

Housing for GSA will open 1 June, 2009. Reservation requests can be submitted via ONE of the following methods:

**ON-LINE:** Visit the GSA's website at: [www.geosociety.org/meetings/2009/](http://www.geosociety.org/meetings/2009/) and reserve on-line.

**TELEPHONE:** Call the Travel Portland Housing Bureau, 8:30am-5pm PT, Monday-Friday toll free at 1-877-678-5263, #2 or 1-503-275-9293 (for Int'l).

**FAX:** 1-503-275-9782

**MAIL:** GSA - Travel Portland Housing  
1000 SW Broadway, Suite 2300  
Portland, OR 97205

**QUESTIONS ONLY:** Send an e-mail to: [housing@travelportland.com](mailto:housing@travelportland.com), or call the Travel Portland Housing Bureau.

### Acknowledgements

The Housing Bureau automatically sends acknowledgements once the request has been processed. You will not receive a confirmation from the hotel. Please review all information for accuracy. If you do not receive your acknowledgement within 2 business days, please contact the Housing Bureau.

### Rates/Taxes & Special Requests

To take advantage of the special GSA convention rates, please book your reservation by 14 Sep, 2009. After that date, room blocks will be released and hotels may charge higher rates.

All rates are per room and do not include 12.5% occupancy tax (subject to change).

Special requests can not be guaranteed. Hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.

### Changes & Cancellations

**Before 9 Oct, 2009:** Changes to name, stay dates, address, or special requests can be made on-line at [www.geosociety.org/meetings/2009/](http://www.geosociety.org/meetings/2009/) - OR - contact the Travel Portland Housing Bureau to modify or cancel your reservation.

**After 9 Oct, 2009:** All changes and cancellations must be made directly with the assigned hotel. Do not contact the hotel directly until after 9 Oct, 2009.

## GUEST INFORMATION

Use one form for each room requested - make copies as needed.

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\* If providing international telephone numbers, please include country and city access numbers

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City/State/Province: \_\_\_\_\_

Zip/Postal Code, Country: \_\_\_\_\_

## HOTEL and ROOM INFORMATION

Please list the names of four hotels in order of preference.

First: \_\_\_\_\_ Third: \_\_\_\_\_


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

Comparable room rate  Proximity to convention center

Circle # of beds requested: 1 2 Circle # of occupants: 1 2 3 4

List all room occupants:

\_\_\_\_\_  
\_\_\_\_\_

  Check here if you have a disability requiring special services.  Non smoking request

Special requests: \_\_\_\_\_

## GUARANTEE INFORMATION

All reservation requests must include guarantee information. Requests received without proper guarantee information will NOT be processed. **The preferred and easiest method of guarantee is with a credit card (valid through the dates of the convention).** If you do not have a credit card to use for guarantee, check deposits in the amount of US \$175 (per room requested) will be accepted via mail only. This deposit will be applied toward your hotel room(s). Make all check payments payable to: Travel Portland Housing, 1000 SW Broadway, Suite 2300, Portland, OR 97205

American Express  Discover  Diner's Club

MasterCard  Visa

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Cardholder's Signature\* \_\_\_\_\_

\* Necessary to process reservation

**Notice regarding cancellation fees and dates to keep in mind:** Cancellation requests received after 14 Sep, 2009 will be subject to a US \$25 fee. Cancellations made within 72 hours of the scheduled arrival date are subject to a fee equal to one night's room rate plus tax. These fees will be charged to the credit card used to make the reservation.

Check cancellations will incur a US \$50 processing fee and any hotel cancellation fees (if applicable).

*Do not mail housing forms that were previously sent via FAX or that were made on-line.*