

# Housing Reservation Form

## Lotusphere 2007

January 21-25, 2007  
Orlando, FL

Visit [www.ibm.com/lotus/lotusphere](http://www.ibm.com/lotus/lotusphere)

Or send Housing Form to:

Lotusphere HOUSING BUREAU  
108 Wilmot Road, Suite 400  
Deerfield, IL 60015-5124

Or FAX to 847-940-2386(International); 800-521-6017 (Domestic) or call 847-282-2529(International); 800-974-9833 (Domestic)

Hours of operation: 8:00 am – 5:00 pm CST Monday-Friday

To secure the hotel of your choice, based on availability, requests must be to ITS by **Published Deadline of December 21, 2006**. \*Room availability may be limited after this date.

First Name	Last Name	MI
Company		
Street Address		
City	State/Country	Zip/Postal Code
Daytime Phone	Fax	
E-mail	(confirmation will be sent via e-mail if address is provided)	

Non-Smoking Room Requested



Special Needs \_\_\_\_\_

**INDICATE 1<sup>ST</sup>, 2<sup>ND</sup> AND 3<sup>RD</sup> HOTEL CHOICE, TYPE OF ACCOMMODATION AND DATES**

<b>Arrival Date:</b> _____		<b>Departure Date:</b> _____	
<b>HOTEL CHOICES</b>		<b>TYPE OF ACCOMMODATIONS (circle one)</b>	
1.		<b>*Bed type request is based on availability</b>	
2.		1 person/1bed	2 people/1 bed
3.		2 people/2 beds	3 people/2 beds
		4 people/2 beds	

If all three (3) requested hotels are unavailable, please process this reservation according to: (check one)

ROOM RATE

LOCATION

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

### NAME(s) OF ALL ROOM OCCUPANTS

Please note that additional charges may apply to third or fourth person occupying the room

### RESERVATIONS/DEPOSITS

All reservations are being coordinated by the ITS Housing Bureau. Arrangements for housing must NOT be made with the hotel directly. All housing reservation forms must be received by ITS by **December 21, 2006**. Room inventory may become limited after this date. The final deadline to process new reservations, changes and cancellations is **January 10, 2007**. Starting **1/03/07** the hotels may charge a deposit of one nights room and tax to the credit card listed below.

### CHECKS AND/OR WIRE TRANSFERS WILL NOT BE ACCEPTED.

Credit Card  American Express  MasterCard  VISA  Discover

Account Number
Expiration Date
Card Holder Name(Print)
Card Holder's Signature

Please read all hotel information prior to completing and submitting this form to the Housing Bureau. Keep a copy of this form. Use one form per room required. Make additional copies if needed.

### CONFIRMATIONS

Confirmation will be mailed, faxed or e-mailed to you from the ITS Housing Bureau once your reservation has been secured with a deposit. You will not receive a confirmation from your hotel. If you do not receive a confirmation within 2 weeks of making your reservation, please call the ITS Housing Bureau.

### CHANGES/CANCELLATIONS

We encourage you to make your Lotusphere 2007 hotel reservations before published deadline of **December 21, 2006**. Room inventory may become limited after this date. ITS will continue to accept new reservations, changes and cancellations, based on availability through **January 10, 2007**. Starting **1/03/07**, the hotels may charge a deposit of one nights room and tax to the credit card submitted. Beginning **1/11/07**, contact the hotels directly. Any cancellations made within 5 days of scheduled arrival will result in forfeiture of the full deposit.