HOTEL RESERVATION FORM

ICASSP '98

DEADLINE FOR RESERVATIONS: APRIL 10, 1998
RESERVATIONS WILL BE PROCESSED ON A FIRST-COME, FIRST-SERVED BASIS

Complete this form and send to: ICASSP Housing Bureau

BY MAIL:
Mail this form to:
520 Pike Street, Suite 1300, Seattle, WA 98101, USA

BY FAX:
Use this form for faxing:
1-206-461-5853

• **DO NOT** mail **AND** fax this form, as it may result in a duplicate reservation • If more than one room is required, this form may be photocopied.
• Acknowledgments will be sent by mail or FAX (if number is entered below).

NAME OF OCCUPANT:

First Name M.I. Last Name

Company Name

Street Address or P.O. Box Number

City State Zip Code

Country Country Code for FAX and telephone

Area Code Daytime Phone Number Area Code FAX Number

ARRIVAL:

Date _____ Time _____ AM PM

DEPARTURE

Date _____ Time _____ AM PM

TYPE OF ACCOMMODATIONS: (Please Check Required Room Type)

- ☐ SINGLE — 1 Person - 1 Bed
- ☐ DOUBLE — 2 People - 1 Bed
- ☐ DOUBLE/DOUBLE — 2 People - 2 Beds
- ☐ TRIPLE — 3 People - 2 Dbl. Beds
- ☐ QUAD — 4 People - 2 Dbl. Beds
- ☐ SUITE (Circle Size) — 1 or 2 Bedroom, No. of persons ____

HOTEL PREFERENCE:

Reservations assigned in order received. An alternate hotel will be assigned if choices are unavailable.

1st _____ 2nd _____

3rd _____ 4th _____

Special Needs: _____

☐ Smoking ☐ Non-smoking

ROOM RESERVATION GUARANTEE:

All reservations must be guaranteed. You may guarantee your reservations by mailing a check (US dollars only) for the first night deposit directly to your assigned hotel *after* you have received your hotel assignment from the Housing Bureau or by providing the following credit card information, but not both.

☐ Check or ☐ Visa Card ☐ MasterCard ☐ AMEX Card No. _____

Name as it appears on card _____ Exp. Date _____

Authorized Signature **X** _____

ROOMMATES: (Name all Other Occupants With Addresses)

NAME _____ ADDRESS: _____

NAME: _____ ADDRESS: _____

NAME: _____ ADDRESS: _____

NAME: _____ ADDRESS: _____

ICASSP 98

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE HOTEL RESERVATION FORM

1. To receive the special ICASSP '98 conference rate, use the enclosed form to make your hotel reservations. If more than one room is required, this form may be photocopied.

2. All room charges are subject to a 15.6% state and room tax.

3. Reservations are processed on a first-come, first-served basis until April 10, 1998. You **MUST** indicate a preference. Otherwise, the Housing Bureau will assign a hotel if your first choice is sold out. After April 10, 1998, conference rates may not apply and the Housing Bureau will be working on a space available basis.

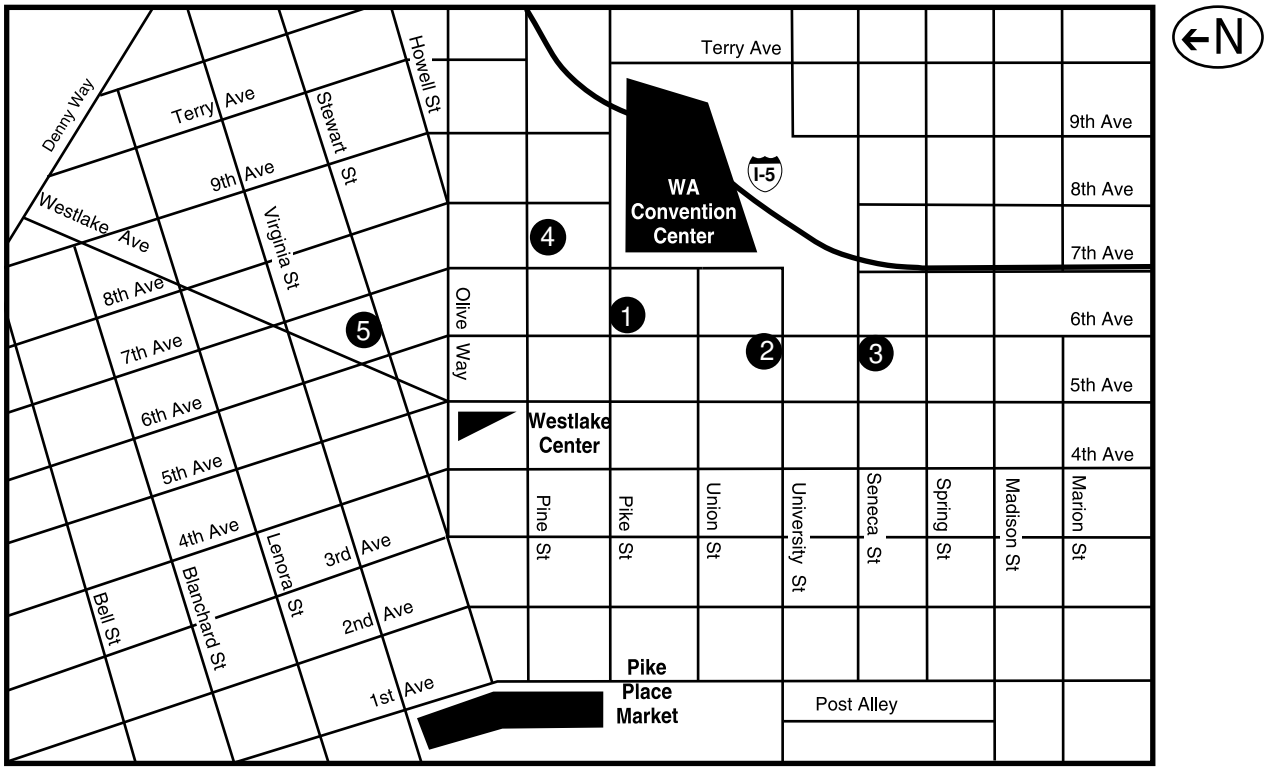
4. Housing Bureau will acknowledge your hotel assignment by either fax (if you have given your fax number on your Hotel Reservation Form) or by mail. This is NOT your confirmation, however. Your assigned hotel will send you confirmation separately within 2-3 weeks.

5. Changes and cancellations must be made in writing faxed to the Housing Bureau at 1-206-461-5853. If a change/cancellation occurs **after April 27,** contact your assigned hotel directly to change or cancel your reservation.

6. A guarantee is required for all reservations. Guarantee can be made via a credit card. If you wish to guarantee your room with a check (US dollars only) you may send a deposit for the first night directly to your assigned hotel once you receive acknowledgment from the Housing Bureau. **DO NOT** send cash or checks with the Hotel Reservation Form.

7. You can send the Hotel Reservation Form either by fax or by mail. But do NOT do both to avoid duplication.

8. The Housing Bureau does not send confirmations that your fax was received; only that you have been assigned to a particular hotel. Please check your own FAX transmission report.



Rate per Night:

	Single	Double	Triple	Quad	Suite
1. Sheraton Seattle Hotel Main	$154	$178	$198	$218	$200-460
Club Level	$194	$218	$243	$268	$220-520
2. Seattle Hilton	$134	$134	$149	$164	
3. Crowne Plaza Seattle	$129	$129	$145	$145	$179-620
4. Roosevelt Hotel	$120	$120	$130	$140	
5. West Coast Vance Hotel	$85	$85-89	$99	$109	