

# HOTEL RESERVATION FORM

The American Occupational Therapy Association's 88th Annual Conference & Expo  
Long Beach, California • Thursday, April 10–Sunday April 13, 2008  
Pre-Conference Institutes and Seminars April 9

## Deadline for housing: Friday, March 14, 2008

Please complete one form for each sleeping room required.

### CONTACT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Day phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

### HOTEL ROOM REQUEST

First-choice hotel \_\_\_\_\_

Second-choice hotel \_\_\_\_\_

Third-choice hotel \_\_\_\_\_

Arrival date \_\_\_\_\_ Departure date \_\_\_\_\_

Room type  Single (1 bed, 1–2 people)  Double (2 beds, 2 people)

Triple (2 beds, 3 people)  Quad (2 beds, 4 people)

Smoking (Hyatt Regency only; limited availability)

Roll-away cot (in king-bedded rooms only; fees apply at Renaissance and Westin)

Number of rooms \_\_\_\_\_ Number of people \_\_\_\_\_

Sharing with \_\_\_\_\_

Age(s) of children sharing room \_\_\_\_\_



#### Accessibility Services

Accessible sleeping rooms are limited and configurations vary.  
Please check all accommodations you are requesting:

Roll-in shower with rolling shower chair

Transfer tub bench for standard tub

TDD kit (includes light-activated alarm system)

Non-smoking room secondary to respiratory or allergy concerns

Please identify any other accessible hotel requirements:

### PAYMENT INFORMATION

**Rooms will not be reserved without a valid credit card number and expiration date**

MasterCard  VISA  American Express  Discover  Diners Club

Card number \_\_\_\_\_ Expiration date \_\_\_\_\_

Cardholder's name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Sleeping room reservations require \$175 per room deposit.  
See instructions for details and cancellation policy.

#### Submit completed form to:

Fax: 562-436-5151

Mail: AOTA  
Long Beach Housing Bureau  
One World Trade Center, Suite 300  
Long Beach, CA 90831

Reservation requests are filled on a first-come, first-served basis. Hotel rates do not include local taxes, which are 15.045% per room, per night. (Tax rate subject to change.)

**Important note:** Hotel confirmations will be sent from the Housing Bureau, *not* the hotel. Official Conference hotels will not honor direct requests for reservations or acknowledgements before March 24, 2008.