

2009 ANNUAL CONFERENCE AND EXPO APRIL 23-26, 2009 – HOUSTON, TX

DEADLINE FOR HOUSING: THURSDAY, MARCH 26, 2009

HOTEL INFORMATION

The American Occupational Therapy Association has approved the Houston CVB Housing Bureau to coordinate all hotel reservation requests.

Hilton Americas Houston

(Conference Headquarters)

1600 Lamar Street, Houston, TX 77010

Rates: \$169 single; \$179 double; \$199 triple; \$219 quadruple; \$199 Concierge/Towers single; \$209 Concierge/Towers double; Suites \$550 and up.

Courtyard by Marriott Houston Downtown

916 Dallas St., Houston, TX 77002

Rates: \$159 king room; \$161 double/double.

Four Seasons Hotel Houston

1300 Lamar Street, Houston, TX 77010

Rates: \$195 king room; \$195 double/double; \$50 extra person.

Holiday Inn Express Hotel and Suites Downtown Convention Center (Student Hotel)

1810 Bell Street, Houston, TX 77003

Rates: \$149 single; \$155 double; \$6 extra person; \$166 king sleeper suite.

Hyatt Regency Houston

1200 Louisiana Street, Houston, TX 77002

Rates: \$165 single/double; \$15 additional person.

Inn at the Ballpark

1520 Texas Avenue, Houston, TX 77002

Rates: \$167 single king with one or two persons.

Residence Inn by Marriott Houston Downtown Hotel

904 Dallas Street, Houston, TX 77002

Rates: \$166 Studio Suites (one queen bed/one sleeper sofa); \$319 2-bedroom/2-bathroom suites based on availability. One queen bed in each bedroom/one sleeper sofa in living room.

HOW TO MAKE HOTEL RESERVATIONS:

Hotel reservations may be made by contacting the AOTA/Houston CVB Housing Bureau by one of the following methods:

Online: www.aota.org (click on Annual Conference)

Mail: AOTA/Houston CVB Housing Bureau
901 Bagby, Suite 100, Houston, TX 77002

Fax: 713-227-6331

Telephone: Customer Service Questions only. Room reservations will not be accepted by phone. If you have a housing question, please call 888-508-5731, Monday-Friday from 8:30 a.m.-5:00 p.m. CST.

Hotel rates do not include local taxes, which are 17% per room, per night. (Tax rate is subject to change without notice.)

Please have the following information available when making a reservation:

1. Name of Conference
2. Contact information – your address, day phone number, fax number, email address
3. First, second and third choice of hotels listed
4. Number of sleeping rooms required
5. Arrival/departure dates
6. Name of all occupants with arrival and departure dates, if different (maximum room occupancy is four, per city code)
7. Requested room type – single, king, or double/double
8. Special requests (bedding, nonsmoking, etc.)
9. Specific information on accessible accommodations (e.g., TTY, closed-captioned TV, signaling system, wheelchair access)
10. Credit card number, expiration date, name on card

DEPOSIT: A room deposit of \$175 per room is required at time of reservation. Check deposits are to be made payable to “Houston CVB Housing Bureau.” Credit cards must be valid through the dates of the Conference. Major credit cards (MasterCard, Visa, American Express, Discover and Diners Club) are accepted. Neither wire transfers nor purchase orders will be accepted.

HOTEL CONFIRMATIONS will be sent from the AOTA/Houston CVB Housing Bureau. Upon receipt please review all information for accuracy. Reservations will be acknowledged within 5-10 days of your reservation being processed.

CANCELLATIONS AND CHANGES IN RESERVATIONS: The AOTA/Houston CVB Housing Bureau will accept changes and cancellations in writing through March 26, 2009. Reservations may be checked, modified or cancelled through AOTA’s web site at www.aota.org. Reference your acknowledgement number when making a change or cancellation by fax.

Check Deposits: Rooms secured by a check deposit will be assessed a \$25 processing fee if cancelled at any time.

Credit Card Deposits: Cancellations within 48 hours before the day of arrival will forfeit the entire deposit (Exception: Hyatt Regency has a 72-hour refund policy).

QUESTIONS OR CONCERNS can be directed to the AOTA/Houston CVB Housing Bureau.

After March 26, 2009, contact your assigned hotel directly to check, modify or cancel your reservation.



The American
Occupational Therapy
Association, Inc.

2009 ANNUAL CONFERENCE AND EXPO

APRIL 23-26, 2009 – HOUSTON, TX

Hotel Reservation Form

DEADLINE FOR HOUSING: THURSDAY, MARCH 26, 2009

PLEASE TYPE FORM OR PRINT CLEARLY. COMPLETE ONE FORM FOR EACH SLEEPING ROOM REQUIRED.

CONTACT INFORMATION:

Name: _____

Address: _____ City: _____

State: _____ Postal Code: _____ Country: _____

Day Phone: _____ Fax: _____

E-mail Address: _____

HOTEL ROOM REQUEST:

1st Choice Hotel: _____

2nd Choice Hotel: _____

3rd 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)

Number of Rooms: _____ Number of People: _____

Sharing with: _____

Age of children sharing room: _____

Room Type Requests: Non-Smoking Smoking (limited number of rooms at Hyatt only)

Roll-a-way Cot (in king bedded rooms only, fees at Hilton, Four Seasons, Holiday Inn Express, and Hyatt apply)

Accessible Accommodations



Accessible sleeping rooms are limited and their 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 special hotel requirements: _____

Reservation requests are filled on a first-come, first-served basis. Hotel rates do not include local taxes, which are 17% per room, per night. (Tax rate subject to change.)

PAYMENT INFORMATION:

Name on credit card: _____

Type of Card: MasterCard Visa American Express Discover Diners Club

Credit Card Number: _____ Expiration Date: _____

Signature: _____ Date: _____

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

SUBMIT COMPLETED FORM TO:

FAX: 713-227-6331

OR MAIL: AOTA/Houston CVB Housing Bureau
901 Bagby, Suite 100
Houston, TX 77002

Important Note: Hotel acknowledgements will be sent from the Housing Bureau, not the hotel. Official Conference hotels will not honor direct requests for reservations or acknowledgements before April 6, 2009.