

HOTEL RESERVATION REQUEST FORM: ATTENDEE



INSTRUCTIONS

1. **PRINT** or **TYPE** names of ALL people occupying the room, last name first
 2. All reservation requests **MUST** originate through CMR Housing. If you contact the hotels directly, they will advise you to contact CMR Housing to make your reservations
 3. Reservations are taken on a first come, first served basis. Be sure to check the confirmation to determine which hotel CMR Housing has confirmed
- Request a room accessible to people with disabilities. Please attach a separate sheet to indicate special needs.

CHANGES OR CANCELLATIONS

Reservation changes, i.e., name changes, arrival/departure revisions, and cancellations, should be submitted to CMR Housing, fax: (415) 882-5493, or email: streamingmediaw2000@cmrus.com

ROOM GUARANTEE

All hotels require one night's deposit. Most hotels allow a full refund of the deposit with at least 72 hours notice prior to arrival. The only exception is the Hotel de Anza, which requires a cancellation by November 16 in order to receive a full refund of the deposit.

Name _____

Company _____

Address _____

City/State/Province _____

Country _____ Zip/Postal Code _____

Telephone _____ Fax _____

Email _____

Would you prefer your hotel confirmation: Mail Fax E-Mail

Hotel Preference

1 _____ 2 _____ 3 _____

Occupant (last name first)	ROOM TYPE		Arrival Date	Departure Date
	King	Double/Double		
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

CREDIT CARD GUARANTEE

VISA Master Card American Express

Card Number _____ Exp. Date _____

Name (Please Print) _____

Signature _____ Date _____

CONFIRM TO (Please print or type name). Confirmation will be sent to the person named below.

Name _____

Company _____

Street Address _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____

Phone _____ Fax _____

Email _____

MAKE YOUR RESERVATIONS

ONLINE
www.streamingmedia.com/west/delegateinfo.html

FAX: (415) 882-5493

PHONE: (800) 421-2499
 (in North America)
 or (415) 979-2287
 (outside North America)

Streaming Media West Housing (CMR)
 33 New Montgomery
 14th Floor
 San Francisco, CA
 94105