

# HOTEL RESERVATION FORM

Reservations must be received by the Housing Bureau by **OCTOBER 28, 2019**.



**ACTFL 2019**  
**WASHINGTON, DC**  
**NOVEMBER 22-24**

Changes and cancellations made by **October 28, 2019** must be made online or via the Housing Bureau. After that date, you must call the hotel directly.

**Reservation CHANGES and CANCELLATIONS:**  
Call 833-296-1108 within the U.S. or 704-909-7912 Int'l.

## 3 WAYS TO MAKE A RESERVATION

**ONLINE:** www.actfl.org

**FAX:** 833-296-1108 U.S. Only  
704-909-7912 Int'l

**MAIL:** ACTFL/Destination DC  
901 7th St., Ste. 400  
Washington, DC 20001

Please print or type the following information to ensure correct and timely processing. Submit one room request **ONLY** per form.

### CONTACT INFORMATION

You can expect to receive an acknowledgement via email after your reservation is complete.

Arrival Date: MM/DD/YY Departure Date: MM/DD/YY

Reservation for: (first name/last name)

Person 2 to share room with:

Person 3 to share room with:

Person 4 to share room with:

Institution / Company Name

Address

City | State | ZIP/Postal Code | Country

Phone

Email address

### ACTFL OFFICIAL HOTELS (Rates do not include tax.)

Hotel Name	Rate	Distance to Convention Center
Marriott Marquis Hotel (HQ Hotel)	\$249 single; \$271 double	.01 mile
Cambria Hotel DC Convention Center	\$199 single/ double	.4 mile
Courtyard Washington Downtown Convention Center	\$209 single/ double	.01 mile
Embassy Suites DC Convention Center	\$225 single/ double	.3 mile
Grand Hyatt Hotel	\$245 single/ double	.5 mile
Renaissance Washington Downtown	\$242 single; \$265 double	.2 mile
Residence Inn Washington Downtown	\$214 single/ double	.01 mile
Washington Marriott Metro Center	\$230 single; \$252 double	.5 mile

### HOTEL PREFERENCE (Please write out hotel name.)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

If hotel choices are unavailable, which is more important?

- Comparable Rate  Proximity to Convention Center

#### Type of Accommodations Requested (Circle correct number)

Number of people: 1 2 3 4

Number of beds: 1 2

#### Special Requests

- ADA-accessible room  
 Smoking (most hotels are 100% non-smoking)  
 List other accommodations needed:

### PAYMENT INFORMATION

A valid credit card is required for all reservations. To take advantage of the special ACTFL rates, you must book your reservation by **October 28, 2019**.

#### Credit Card Required (Do not send any checks to the Housing Bureau.)

- Visa  Master Card  American Express  Discover  Diners Club

Name on Card

Card Number

Expiration Date

Card Holder Signature (must be included with all credit card charges)

If an email address is provided on your hotel reservation, an email confirmation will be sent immediately after completing the reservation. For reservations without an email address, they will be mailed and can take longer to receive. Please review all information for accuracy. If you do not receive your confirmation or have any changes to your reservation, please call 833-296-1108.

All hotels require a valid credit card to guarantee the reservation at the time of booking. Credit cards must be valid through November 2019. Please see your hotel acknowledgment for your hotel's cancellation policies. Beginning **October 28, 2019** cancellation must be made directly with the hotel.