

**2024 American Council on the Teaching of Foreign Languages**

**SUITE REQUEST FORM**

**If you are interested in booking a hotel suite, please book a standard room for the dates that are needed and then complete this form. All suite sales must be approved by ACTFL. Suites are based on the hotel’s availability and rates being offered at that time.**

**Please fill out ALL fields of this form and return to** [**convention@actfl.org.**](mailto:convention@actfl.org)

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| **COMPANY NAME** | Click here to enter text. |
| **ARRIVAL DATE** | Click here to enter text. |
| **DEPARTURE DATE** | Click here to enter text. |
| **HOTEL NAME** | Click here to enter text. |
| **# OF BEDROOMS NEEDED** | Click here to enter text. |
| **# OF PEOPLE UTILIZING FOR SLEEPING PURPOSES** | Click here to enter text. |
| **WILL THE SUITE BE USED FOR MEETING AND/OR HOSPITALITY NEEDS?** | Click here to enter text. |
| **IF YES, HOW MANY PEOPLE DOES IT NEED TO ACCOMMODATE?** | Click here to enter text. |
| **WHAT IS YOUR PRICE RANGE FOR THE SUITE?** | Click here to enter text. |
| **ANY ADDITIONAL REQUESTS YOU HAVE FOR THE SUITE?** | Click here to enter text. |

**\*\*Please Note:** Any company requesting a suite must be an exhibitor. Meetings or events cannot be held in suites during exhibit hours. ACTFL 2024 World Language Expo hours are:   
10:00 am ‐ 6:00 pm Friday, November 22nd; 8:00 am – 5:00 pm Saturday, November 23rd;  
8:00 am ‐ 12:00 pm Sunday, November 24th