

ASSA ANNUAL MEETING

2019 HOUSING FORM

JANUARY 4-6, 2019 | ATLANTA, GA

3 WAYS TO SECURE HOUSING

1 ONLINE

Save time and secure housing immediately at <https://www.aeaweb.org/conference/>.

2 MAIL (PAY BY CHECK ONLY)

Complete and send **this form** to:

ASSA Housing
c/o Convention Management Resources
101 Mission Street, Suite 200
San Francisco, CA, 94105

3 FAX (PAY BY CHECK ONLY)

Complete and send **this form** to ASSA Housing, c/o Convention Management Resources at 415-216-2545.

FORM FOR CHECK PAYMENTS

ASSA MEMBER ID# _____

SEND CONFIRMATION TO

First Name

Last Name

Preferred Address

City

State

Zip

Preferred E-mail

Secondary E-mail

Office Phone

Mobile Phone

Fax

HOTEL RESERVATIONS

HOTEL PREFERENCES (Please provide your top 3 choices. Visit the ASSA website for the list of conference hotels and rates.)

1. _____

2. _____

3. _____

ARRIVAL DATE ___/___/___ **DEPARTURE DATE** ___/___/___

Every effort will be made to accommodate your first choice. If your requested hotel is not available, ASSA Housing will confirm comparable accommodations for you based on your selection below.

If your choices are not available, would you prefer to be placed in a hotel based on location or rate?

Location Rate Other _____

OCCUPANCY

Single** (King Bed)

Double** (Two Beds)

Triple

Quad

**Room type is not confirmed until check-in.

SPECIAL REQUESTS / ACCOMMODATION

Please let us know if you will require any special accommodations or services so we may inform the hotel accordingly.

Non-Smoking** Smoking** Other _____

**All requests are based on availability at check-in.

ROOM OCCUPANT(S) (Print last name first)

Please do not duplicate. If sharing a room, designate one person to send request.

1. _____

2. _____

3. _____

4. _____

REWARDS NUMBER

Please provide your hotel rewards number, if you would like to use it on this reservation.

HOTEL DEPOSIT PAYMENT INFORMATION

DEPOSIT INFORMATION

No hotel reservation will be processed or confirmed by ASSA Housing without a credit card guarantee or a check deposit equal to one night's room and tax. All deposits are non-refundable if canceled after **December 3, 2018**. Failure to check in on the scheduled day of arrival will result in a penalty of one night's room and tax.

Make your check payable to **Convention Management Resources, Inc.**