



Note: This is **not a room reservation form**. This is a **confirmation form** for rooms already reserved. This will verify the number of rooms reserved and the names of the guests in these rooms to assist with a smooth check-in at the hotel.

Instructions: Conference advisers, complete this form **after** you have **made and received your confirmation number(s) for hotel room reservations (1)** to ensure that you have the proper number and type of rooms; **(2)** the hotel knows the approximate time of your arrival and departure; and **(3)** the hotel knows the method in which you are paying for your hotel rooms. Make additional copies of this form if needed so that you can list the names for each of your reserved sleeping rooms (i.e., five rooms reserved will require two forms; nine rooms reserved will require three forms, etc.). If you have any changes after submitting this form, please contact Jacquie Wisniewski at 703-418-7226.

Type or print all information clearly below:

Name: _____ Total # in Group: _____ Adviser Email: _____

(Adviser name(s) hotel reservation is held under) Adviser Onsite Phone #: _____

Method of Payment: Credit Card School Check Personal Check

School Name: _____ City/State: _____

Arrival Date: _____ Arrival Time: _____ Departure Date: _____ Departure Time: _____

> Complete one box for each room reserved, listing the hotel confirmation number, type of room requested, and names in the reserved room and check either adviser or student.

Hotel-Issued Room Confirmation Number: _____			
Type of room reserved/requested: <input type="checkbox"/> Single—one bed (one person)		<input type="checkbox"/> Double—two beds (two people)	<input type="checkbox"/> Triple—two beds (three people)
			<input type="checkbox"/> Quad—two beds (four people)
Adviser	Student	Adviser	Student
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____

Hotel-Issued Room Confirmation Number: _____			
Type of room reserved/requested: <input type="checkbox"/> Single—one bed (one person)		<input type="checkbox"/> Double—two beds (two people)	<input type="checkbox"/> Triple—two beds (three people)
			<input type="checkbox"/> Quad—two beds (four people)
Adviser	Student	Adviser	Student
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____

Hotel-Issued Room Confirmation Number: _____			
Type of room reserved/requested: <input type="checkbox"/> Single—one bed (one person)		<input type="checkbox"/> Double—two beds (two people)	<input type="checkbox"/> Triple—two beds (three people)
			<input type="checkbox"/> Quad—two beds (four people)
Adviser	Student	Adviser	Student
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____

Hotel-Issued Room Confirmation Number: _____			
Type of room reserved/requested: <input type="checkbox"/> Single—one bed (one person)		<input type="checkbox"/> Double—two beds (two people)	<input type="checkbox"/> Triple—two beds (three people)
			<input type="checkbox"/> Quad—two beds (four people)
Adviser	Student	Adviser	Student
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____