



Email completed form by  
**February 27, 2019** to Paula Duebener  
 at paula.duebener@westin.com or fax  
 630.719.8050.

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 In House Reservations at 630-719-8000.

**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"/>	_____

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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: _____				
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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"/>	_____

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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"/>	_____