

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. If paying by check, checks must be received seven days prior to your arrival date. Please ensure that your school name is on the check. 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 Jacky Olavarria at 703-418-7221.

Type or print clearly all information below:

Name: _____ Total # in Group: _____ Adviser Email: _____
(Adviser name(s) hotel reservation is held under)
 Adviser On-site Cell Phone #: _____

Method of Payment: Credit Card School Check* Personal Check*
*Please be sure to include the school name on the check, NOT just the school district or adviser name.

School Name: _____ City/State: _____

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

Method of Arrival: Flight Bus Car Other: _____

→ 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: Single—one bed (one person) Double—two beds (two people) Triple—two beds (three people) 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: Single—one bed (one person) Double—two beds (two people) Triple—two beds (three people) 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: Single—one bed (one person) Double—two beds (two people) Triple—two beds (three people) 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: Single—one bed (one person) Double—two beds (two people) Triple—two beds (three people) 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"/>	_____