www.nsta.org/portlandhousing: Suggested Method for Housing Reservations

Deadline: October 12, 2016

INSTRUCTIONS

Housing reservations can be made in one of the following ways beginning May 23.

Internet * Preferred For payments via credit card

www.nsta.org/portlandhousing
Please have your credit card and arrival/departure
information ready. Accepted credit cards include
American Express, Diner's Club, Discover, Visa,
and MasterCard.

• Telephone

877-352-6710 (toll free)
801-505-4611 (international)
Call between 7:00 AM and 6:00 PM Mountain
Time, Monday—Friday. Be prepared to provide
all the information on this form.

• Fax (Use one form per room request) 801-355-0250

• Mail (Use one form per room request)

DO NOT MAIL TO NSTA

*Mail CHECKS ONLY to:
Orchid Event Solutions—NSTA/Portland
175 South West Temple, Suite 30

DEADLINE

Reservations must be made by October 12, 2016.

CONFIRMATIONS

Salt Lake City, UT 84101

Orchid Event Solutions will send you a confirmation of your reservation. Please review all information for accuracy. E-mail confirmation will be sent if an e-mail address is provided (preferred), or confirmation can be faxed or mailed. If you do not receive a confirmation or if you have questions, call Orchid Event Solutions. You will NOT receive a confirmation from the hotel.

TAX RATE and SPECIAL REQUESTS

All rates are per room and are subject to a 15.3% tax (occupancy, city, and state and are subject to change). Special requests cannot be guaranteed; however, hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.

ROOM DEPOSIT REQUIRED TO SECURE RESERVATION

All reservations must be accompanied by a valid credit card guarantee or check for one night's deposit. Housing Forms received without a valid guarantee or deposit will not be processed. Check deposits must be mailed with a completed housing form payable to "Orchid Event Solutions."

CANCELLATION POLICY

Cancellations made after October 12 and prior to *48 hours before arrival date will be subject to a \$25 cancellation fee (*24 hours for DoubleTree). One night's room charge and tax will be forfeited entirely if cancellation occurs within 48 hours of arrival (*24 hours for DoubleTree).

NSTA Portland Area Conference

Official Housing Request Form

November 10-12, 2016, Portland, Oregon



CONTACT INFORMATION First: MI: Last: School/Company: _____ Address: City: ______ State: _____ Postal Code: _____ Phone: Fax: **HOTEL SELECTION** Arrival Date: Departure Date: DOUBLE HOTEL SINGLE **TRIPLE QUAD** DoubleTree by Hilton Hotel Portland \$155 \$155 \$155 \$155 (Headquarters Hotel) 2. Courtyard by Marriott Portland \$149 \$149 \$159 \$159 Downtown/Convention Center 3. Crowne Plaza Portland-Downtown \$154 \$154 \$154 \$154 Convention Center 4. Hilton Portland & Executive Tower \$152 \$152 \$152 \$152 5. Hotel Eastlund \$179 \$179 \$189 \$199 Please select hotel choices in order of preference and enter their numbers below. Room Type Requested: ☐ One Bed ☐ Two Beds If requested hotels are unavailable, a reservation will be made at the next available hotel. Please select criteria:

Comparable room rate

Proximity to conference site Submit only one room request per form. Should additional forms be needed, please make copies. List all room occupants (include yourself): ☐ Check here if you require special services ☐ Nonsmoking request Special requests: **DEPOSIT INFORMATION** All reservation requests must be accompanied by a valid credit card guarantee or check for one night's deposit. Housing forms received without a valid guarantee or deposit will not be processed. Faxed requests must include a valid credit card. Check deposits must be mailed with a completed housing form. **Type:** ☐ American Express ☐ Diner's Club ☐ Discover ☐ MasterCard ☐ Visa Name on credit card Cardholder's signature* *I hereby authorize Orchid Event Solutions or any one of the hotels to process a charge to my credit card for each room deposit in accordance with the policies provided herein no sooner than October 12, 2016

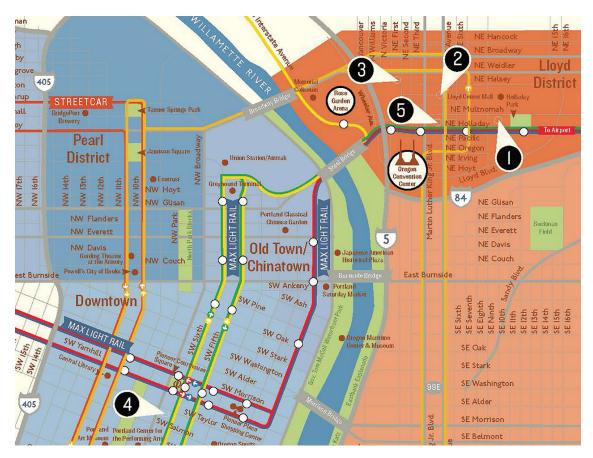
One night's check deposit enclosed and made payable to Orchid Event Solutions. Mail housing forms to

Orchid Event Solutions-NSTA/Portland, 175 South West Temple, Suite 30, Salt Lake City, UT 84101. Check

deposits must be received by October 12 to be accepted.

NSTA 2016 Portland Area Conference November 10–12, 2016

Exploring Mountains: Guiding Science Teaching and Learning



- DoubleTree by Hilton Portland (Headquarters Hotel)
 1000 N.E. Multnomah St.
- 2. Courtyard by Marriott Portland Downtown/Convention Center 435 N.F. Wasco St.
- 3. Crowne Plaza Portland–Downtown Convention Center 1441 N.E. 2nd Ave.

4. Hilton Portland & Executive Tower

921 S.W. 6th Ave.

5. Hotel Eastlund 1021 N.E. Grand Ave.

Shuttle service will not be provided. Complimentary TriMet passes will be provided for conference registrants who secure housing at one of the NSTA contracted hotels (limited supplies available).