

**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

Salt Lake City, UT 84101

**DEADLINE**

Reservations must be made by **October 12, 2016**.

**CONFIRMATIONS**

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: \_\_\_\_\_

E-mail: \_\_\_\_\_

School/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**HOTEL SELECTION**

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

HOTEL	SINGLE	DOUBLE	TRIPLE	QUAD
1. <b>DoubleTree by Hilton Hotel Portland</b> <i>(Headquarters Hotel)</i>	\$155	\$155	\$155	\$155
2. <b>Courtyard by Marriott Portland</b> <b>Downtown/Convention Center</b>	\$149	\$149	\$159	\$159
3. <b>Crowne Plaza Portland-Downtown</b> <b>Convention Center</b>	\$154	\$154	\$154	\$154
4. <b>Hilton Portland &amp; Executive Tower</b>	\$152	\$152	\$152	\$152
5. <b>Hotel Eastlund</b>	\$179	\$179	\$189	\$199

Please select hotel choices in order of preference and enter their numbers below.

1st \_\_\_\_\_ 2nd \_\_\_\_\_

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

Card number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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



**1. DoubleTree by Hilton Portland**  
(Headquarters Hotel)  
1000 N.E. Multnomah St.

**2. Courtyard by Marriott Portland  
Downtown/Convention Center**  
435 N.E. 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).