



**Deadline:**  
**October 13, 2017**

NSTA Milwaukee Area Conference  
**Official Housing Request Form**  
November 9–11, 2017, Milwaukee, Wisconsin

**INSTRUCTIONS**

Housing reservations can be made in one of the following ways beginning **May 22**.

• **Internet \* Preferred**  
**For payments via credit card**  
www.nsta.org/milwaukeehousing  
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.Events–NSTA/Milwaukee  
175 South West Temple, Suite 30  
Salt Lake City, UT 84101

**DEADLINE**

Reservations must be made by **October 13, 2017**.

**CONFIRMATIONS**

Orchid.Events 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.Events. **You will NOT receive a confirmation from the hotel.**

**TAX RATE and SPECIAL REQUESTS**

All rates are per room and are subject to a 15.1% 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.Events."

**CANCELLATION POLICY**

Cancellations made after **October 13** and prior to 48 hours before arrival date will be subject to a \$25 cancellation fee. One night's room charge and tax will be forfeited entirely if cancellation occurs within 48 hours of arrival.

**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>Hyatt Regency Milwaukee</b> <i>(Headquarters Hotel)</i>	\$139	\$139	\$139	\$139
2. <b>Fairfield Inn &amp; Suites by Marriott Milwaukee Downtown</b>	\$139	\$139	\$139	\$139
3. <b>Hampton Inn &amp; Suites Milwaukee Downtown</b>	\$129	\$129	\$129	\$129
4. <b>Hilton Milwaukee City Center</b>	\$149	\$149	\$149	\$149

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.Events 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 13, 2017

One night's check deposit enclosed and made payable to Orchid.Events. Mail housing forms to Orchid.Events–NSTA/Milwaukee, 175 South West Temple, Suite 30, Salt Lake City, UT 84101. Check deposits must be received by October 13 to be accepted.

# NSTA 2017 Milwaukee Area Conference

November 9–11, 2017

*Making Waves: Moving Science Forward!*



## 1. Hyatt Regency Milwaukee

*(Headquarters Hotel)*

333 W. Kilbourn Ave.

## 2. Fairfield Inn & Suites by Marriott Milwaukee Downtown

710 N. Old World 3rd St.

## 3. Hampton Inn & Suites Milwaukee Downtown

176 W. Wisconsin Ave.

## 4. Hilton Milwaukee City Center

509 W. Wisconsin Ave.

Shuttle service will not be provided as all hotels are within walking distance to the Wisconsin Center.