

**Deadline:
November 6, 2017**

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/neworleanshousing
 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/New Orleans
 175 South West Temple, Suite 30
 Salt Lake City, UT 84101

DEADLINE

Reservations must be made by **November 6, 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 15.75% hotel tax plus a \$1–\$3 occupancy tax (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 **November 6** and prior to either 72 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 72 hours of arrival.

NSTA New Orleans Area Conference
Official Housing Request Form

November 30–December 2, 2017, New Orleans, Louisiana

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. Hilton New Orleans Riverside <i>(Headquarters Hotel)</i>	\$199	\$199	\$199	\$199
2. Embassy Suites by Hilton New Orleans Conv. Center non-suite, 1 double bed king suite	\$179 \$209	\$179 \$209	N/A \$209	N/A \$209
3. Hampton Inn & Suites New Orleans Conv. Center standard king double-double king suite	\$185 \$185 \$235	\$185 \$185 \$235	\$185 \$185 \$235	\$185 \$185 \$235
4. Hyatt Place New Orleans Conv. Center	\$189	\$189	\$209	\$229
5. Omni Riverfront Hotel	\$209	\$209	\$209	\$209

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 _____

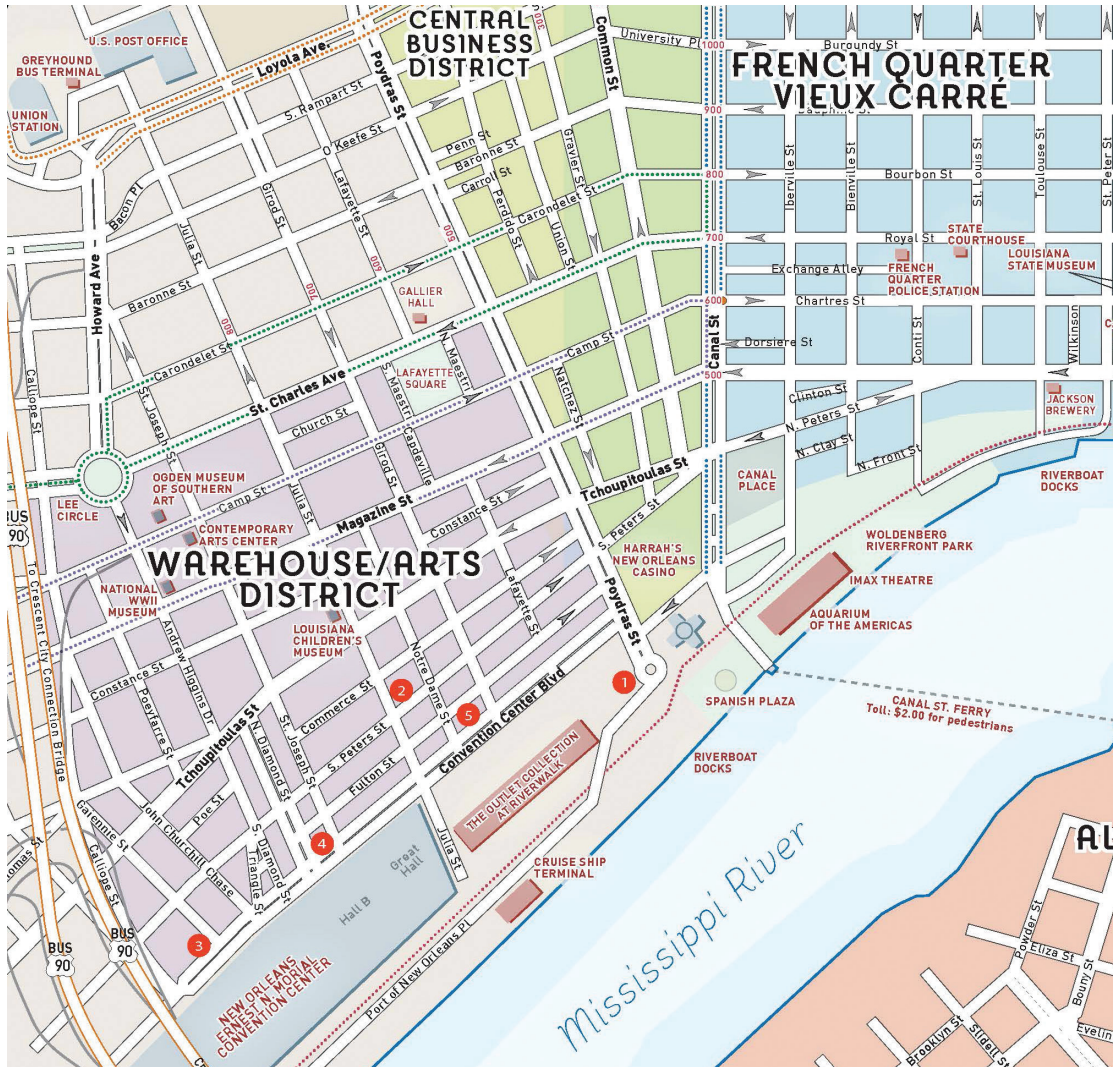
Cardholder's signature* _____

*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 November 6, 2017

One night's check deposit enclosed and made payable to Orchid.Events. Mail housing forms to Orchid.Events–NSTA/New Orleans, 175 South West Temple, Suite 30, Salt Lake City, UT 84101. Check deposits must be received by November 6 to be accepted.

NSTA 2017 New Orleans Area Conference • Nov. 30–Dec. 2, 2017

Celebrate Science: Inspire, Integrate, Innovate



1. Hilton New Orleans Riverside
(Headquarters Hotel)
2 Poydras St.

2. Embassy Suites by Hilton
New Orleans Conv. Center
315 Julia St.

3. Hampton Inn & Suites New Orleans
Conv. Center
1201 Convention Center Blvd.

4. Hyatt Place New Orleans
Conv. Center
881 Convention Center Blvd.

5. Omni Riverfront Hotel
701 Convention Center Blvd.

Shuttle service will be provided to the Morial Convention Center for two hotels only (Hilton New Orleans Riverside and Omni Riverfront Hotel). The other three hotels are within walking distance.