

Deadline:
October 2, 2020

NSTA Pittsburgh Area Conference
Official Housing Request Form
October 29–31, 2020, Pittsburgh, Pennsylvania

INSTRUCTIONS

Housing reservations can be made in one of the following ways beginning April 6, 2020.

• **Internet * Preferred**

For payments via credit card

www.nsta.org/pittsburghhousing

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 9:00 AM and 3:00 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/Pittsburgh
175 South West Temple, Suite 30
Salt Lake City, UT 84101

DEADLINE

Reservations must be made by **October 2, 2020**.

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 14% 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 **October 2** and prior to 24 hours or 48 hours before arrival date depending on hotel will be subject to a \$25 cancellation fee. One night's room charge and tax will be forfeited entirely if cancellation occurs within 24 or 48 hours of arrival.

CONTACT INFORMATION

First: _____ MI: _____ Last: _____

E-mail: _____

School/Company: _____

Address: _____

City: _____ State: _____ Postal Code: _____

Country: _____

Phone: _____ Fax: _____

In accordance with GDPR (General Data Protection Regulation) by checking this box you are consenting to our use of the information you are providing us solely for the purpose of making hotel room reservations.

HOTEL SELECTION

Arrival Date: _____ **Departure Date:** _____

HOTEL	SINGLE	DOUBLE	TRIPLE	QUAD
1. Embassy Suites by Hilton Pittsburgh Downtown	\$219	\$219	\$219	\$219
2. Hampton Inn & Suites, Pittsburgh Downtown	\$209	\$209	\$209	\$209
3. OmniWilliam Penn Hotel	\$195	\$205	\$230	\$260
4. Westin Convention Center (Headquarters Hotel)	\$212	\$212	\$212	\$212

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.

Call me for a valid credit card guarantee.

Orchid.Events or any one of the participating hotels may charge the credit card for each Room Deposit in accordance with the policies and information provided herein no sooner than October 2, 2020. If the charge to the credit card is denied, we reserve the right to release your reservation.

Check deposit for one night's deposit enclosed and made payable to Orchid.Events.

*Mail housing forms to Orchid.Events–NSTA/Pittsburgh, 175 South West Temple, Suite 30, Salt Lake City, UT 84101. Check deposits must be received by **September 25, 2020**, to be accepted.*

NSTA 2020 Pittsburgh Area Conference

October 29–31, 2020

STEAMing Forward: Future Ready



1. Embassy Suites by Hilton Pittsburgh Downtown

535 Smithfield St.

2. Hampton Inn & Suites, Pittsburgh Downtown

1247 Smallman St.

3. Omni William Penn Hotel

530 William Penn Place

4. Westin Convention Center Pittsburgh (Headquarters Hotel)

1000 Penn Ave.

As all hotels are within walking distance to the convention center, shuttle service will not be provided.