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2010 IEEE International Symposium on Electromagnetic Compatibility

Hotel Reservation Request Form

Convention Dates: July 25 - July 30, 2010

Hotel Reservation Cut-off: June 25, 2010

ONLINE: www.emc2010.org

FAX: 954-765-4414 or 954-765-4197

E-MAIL: gflhousing@broward.org

PHONE: 877-664-4774 or 954-765-4774

(Questions only: Mon-Fri., 9:00 a.m. - 5:00 p.m. US East Coast Time.)

MAIL TO: IEEE/ISEMC Housing Bureau

c/o Greater Fort Lauderdale

Convention & Visitors Bureau

100 E Broward Blvd; Suite 200

Fort Lauderdale, FL 33301

Hotel Selection (Mark in priority order from 1st up 14th, minimum 3 of preferences)

Hotel Preferences	Official IEEE/EMC 2010 Hotels	Distance to Convention Center	Single/Double 1 bed (1-2 persons)	Double/Double 2 beds (2 persons)	Triple 2 beds (3 persons)	Quad 2 beds (4 persons)
	Bahia Mar Beach Resort	1.5 miles	\$130.00	\$130.00	\$150.00	\$170.00
	Best Western Oceanside Inn	1.2 miles	\$105.00	\$105.00	\$115.00	\$125.00
	Comfort Suites Airport & Cruise Port	1 mile	\$85.00	\$85.00	\$95.00	\$105.00
	Courtyard by Marriott Fort Lauderdale Beach	1.7 miles	\$129.00	\$129.00	\$129.00	\$129.00
	Days Inn Bahia Cabana	1.5 miles	\$89.00	\$89.00	\$99.00	\$109.00
	Embassy Suites Hotel – 17 th Street	.5 mile	\$145.00	\$145.00	\$165.00	\$185.00
	Extended Stay America	.4 mile	\$79.00	\$79.00	N/A	N/A
	Hilton Fort Lauderdale Marina	Across the Street	\$150.00	\$150.00	\$170.00	\$190.00
	Holiday Inn Express –Convention Center	.3 mile	\$139.00	\$139.00	\$139.00	\$139.00
	Hyatt Place North	.6 mile	\$89.00	\$89.00	\$99.00	\$109.00
	Hyatt Regency Pier 66	.5 mile	\$150.00	\$150.00	\$170.00	\$190.00
	Marriott's Harbor Beach Resort	1.2 miles	\$159.00	\$159.00	\$179.00	\$199.00
	Renaissance Hotel	Across the Street	\$149.00	\$149.00	\$159.00	\$169.00
	Sheraton Fort Lauderdale Beach Resort	1.2 miles	\$130.00	\$130.00	\$150.00	\$170.00

Reservation Details

CHECK HERE If you are a US or State government employee and require a room at the prevailing 2010 US GSA government per diem rate. All hotels have a limited number of rooms available at the government rate or lower.

CHECK HERE If this is for a Block of 10 or more Rooms # of Rooms _____ (Fill in only Confirmation info. The housing Bureau will contact you for the rest of the info.)

Name of Guest: _____ # of Adults in Room: _____ # of Minors _____

of Beds Requested: _____ Sharing Room With: _____

Special Requests (i.e. handicapped room, smoking preference, upgrades, etc.): _____

Arrival Date (MM/DD): _____ Time (HH:MM TT): _____ Departure Date (MM/DD): _____

Payment

CHECK HERE if you require paying by some other means than by credit card. (Fill in only Confirmation Info. The housing Bureau will contact you to work out details.)

Credit Card Type: _____ Number: _____ Expiration Date (MM/YYYY): _____

Cardholder Name: _____ Signature: _____

Confirmation Info

Send Confirmation To: _____ Company: _____

Address: _____

City: _____ State/Province: _____

Country: _____ Postal Code: _____

Home Phone: _____ Business Phone: _____ Cell Phone _____

Fax: _____ E-mail Address: _____

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RESERVATIONS INSTRUCTIONS:

1. **ALL** reservations must be made through the IEEE/ISEMC Housing Bureau either using the hotel reservation page at www.emc2010.org, or by **filling out this Hotel Reservation Request Form and sending it by fax, e-mail or mail to IEEE/ISEMC Housing Bureau as given on the top of the form.**
2. If you require a block of rooms and note it on the form, the IEEE/ISEMC Housing Bureau will contact you to coordinate guest room assignments and payment details.
3. If you mark on the form to make payment arrangements by other means than credit card; such as check, wire transfer or corporate account; then the IEEE/ISEMC Housing Bureau will contact you to make arrangements if possible.
4. The Hotel Reservation Form must be used to make "Special Request" for room upgrades (i.e. efficiency, suites, and penthouse) that are not included in the room block. The IEEE/ISEMC Housing Bureau will book the upgraded reservation based on your acceptance of the upgraded room rate and availability.
5. The Hotel Reservation Request Form may be used to book reservations for hotel rooms for the conference hotel reservation period of 20th of July through the 5th of August. The Hotel Reservation Request Form must be used to request reservations for extended dates prior to and after this period; extended reservation will be confirmed based on hotel room availability.
6. An acknowledgement of your reservation request will be sent to you via e-mail, fax or mail by the IEEE/ISEMC Housing Bureau within 7 business days. Check the accuracy of your acknowledgement and print a copy for your records. **If you do not receive an acknowledgement number, then the IEEE/ISEMC Housing Bureau did NOT receive your reservation. Please resubmit your reservation request and contact the IEEE/ISEMC Housing Bureau by phone or e-mail.**
7. You will **NOT** receive a separate confirmation from your hotel and please DO NOT call the hotels directly.
8. To make a copy after filling out form on the computer either print to a printer for a paper copy (to fax) or print to Adobe PDF writer for an electronic copy (to send by e-mail).

BOOKING POLICY:

1. Room reservations will not be held unless guaranteed by a valid credit card.
2. No charges will be applied prior to arrival, with the exception of cancellation penalties (if applicable).
3. Room rates do not include 11% tax.
4. Government Per Diem rooms are limited and will be allotted at the prevailing 2010 GSA government per diem rates; US Federal or State Government ID required at check-in.
5. Reservations received between the **June 25 and July 2**, are conditional on room availability.
6. Reservation received after **July 2** will be subject to availability and prevailing open market rates at the time the reservation is accepted by the hotel.
7. Free **Shuttle service is provided to the Broward County Convention Center from all official IEEE/ISEMC hotels.**

CANCELLATION POLICY:

1. ALL cancellations must be made online at www.emc2010.org or received in writing to the IEEE/ISEMC Housing Bureau via fax, email or mail and will be issued a cancellation date and number.
2. Cancellations made after **June 25** may result in a \$50 non-refundable penalty fee by the IEEE/ISEMC Housing Bureau for after cut-off cancellation and may result in forfeiture of a one-night's deposit charged at your hotel's discretion.

CHANGES/EARLY DEPARTURE POLICY:

1. To make changes to your reservation on or before **July 19** please access your reservation online at www.emc2010.org OR contact the IEEE/ISEMC Housing Bureau in writing via fax, e-mail or mail.
2. Any changes that made after **July 19** must be made by fax and email to IEEE/ISEMC Housing Bureau and subject to availability and hotel policy.
3. Please reference your acknowledgement number on all correspondence for changes.
4. An early departure penalty of one-night's room rate plus tax maybe charged at your hotel's discretion.