

# AO

AO 2009 Annual Meeting  
February 26 – 28, 2009  
San Diego, California

# AO

### INSTRUCTIONS

The deadline date for new reservations is **Friday, January 30, 2009**.

For best availability and immediate confirmation, make your reservation via the internet.

**INTERNET:** Visit the AO web site at [www.osseo.org](http://www.osseo.org).

**PHONE:** Call the Housing Bureau at (800) 967-4590 or (847) 996-5875.

**FAX:** Only fully completed forms will be accepted at the Housing Bureau at (800) 521-6017 or (847) 996-5401.

Use one form per room, make copies as needed.

**MAIL:** Only fully completed forms will be accepted:

**San Diego...accommodating you, c/o Experient, 568 Atrium Drive, Vernon Hills, IL 60061-1731.**

### ACKNOWLEDGEMENTS

The Housing Bureau will send you an acknowledgement of your reservation. Please review all information for accuracy. If you do not receive your acknowledgement within 7 to 10 days or have questions regarding your reservation, please contact the Housing Bureau by phone at (800) 967-4590.

You will not receive a confirmation from the hotel.

### ROOM RATES / TAXES

To take advantage of the special San Diego rates, please book your reservation by **Friday, January 30, 2009**. After this date, the room blocks will be released and rooms may only be available at higher rates.

All rates are per room and are subject to 12.5% tax, (subject to change).

Special requests can not be guaranteed, however hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.

### DEPOSITS

All reservations must be guaranteed with a credit card. Credit cards will not be charged a deposit.

### CHANGES / CANCELLATIONS

Reservations may be changed or cancelled via the web site or through the Housing Bureau until Tuesday, February 3, 2009. Reservations **cancelled** within 72 hours of the arrival date will be charged one night room and tax.

**Do not contact the hotels directly until after Monday, February 9, 2009.**

## HOTEL RESERVATION FORM

FOR BEST AVAILABILITY, MAKE YOUR RESERVATION VIA INTERNET [www.osseo.org](http://www.osseo.org)

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

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

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

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

Company \_\_\_\_\_

Address \_\_\_\_\_

Address 2 \_\_\_\_\_

City / State / Province \_\_\_\_\_

Zip / Postal Code, Country \_\_\_\_\_

### HOTEL SELECTION

Please list three choices in order of preference. **San Diego Marriott, Omni San Diego or Hilton San Diego**

First \_\_\_\_\_ Second \_\_\_\_\_

Third \_\_\_\_\_

*If all requested hotels are unavailable, a reservation will be made at the next available hotel. Please indicate criteria for choices:*

Comparable room rate

Proximity to conference site


# of occupants \_\_\_\_\_ # of beds requested \_\_\_\_\_

**To request a suite, please fax this completed form and circle your suite type (1 bedroom or 2 bedroom suite) to 847-996-5575**

List all room occupants:

\_\_\_\_\_

\_\_\_\_\_

 Check here if you have a disability requiring special services

Non smoking room request

Special requests: \_\_\_\_\_

### DEPOSIT INFORMATION

All reservations requests must be guaranteed. Credit cards will not be charged prior to the arrival date. Hotel Reservation Forms received without a valid credit card will not be processed. Please be advised that the credit card must be valid through the dates of the convention or your reservation will not be processed.

American Express

Discover

Diner's Club

MasterCard

Visa

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Cardholder's Signature\* \_\_\_\_\_

• **Necessary to process reservation**