



2010 APS Annual Meeting
August 7-11, 2010
Charlotte Convention Center – Charlotte, NC

To take advantage of the special APS convention rates, please book your reservation by
5:00 pm EST, July 8, 2010

Instructions

Housing for the APS Annual Meeting will open on May 19.

Reservation requests can be submitted via ONE of the following methods:

ON-LINE: Visit the APS' web site at http://meeting.apsnet.org and reserve on-line.

TELEPHONE: Call the Visit Charlotte Housing Bureau, 9:00 am-8:00pm EST, Monday-Friday toll free at 866.413.5148, or 506-637-0315 (for Int'l).

FAX: 704.347.1158

MAIL: APS

Visit Charlotte Housing Bureau
500 S. College St., Suite 300
Charlotte, NC 28202

QUESTIONS or CHANGES TO RESERVATIONS: Send an e-mail to: aps@visitcharlotte.com, or call the Visit Charlotte Housing Bureau.

Acknowledgements

The Housing Bureau automatically sends acknowledgements once the request has been processed. You will not receive a confirmation from the hotel. Acknowledgements are sent via e-mail (immediately after being processed), fax (within a few hours of processing) or mail (up to 10 business days). Please review all information for accuracy. If you do not receive your acknowledgement within 15 business days, please contact the Housing Bureau.

Rates/Taxes & Special Requests

To take advantage of the special APS convention rates, please book your reservation by July 8, 2010. After that date, room blocks will be released and hotels may charge higher rates.

All rates are per room and do not include 16.25% 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.

Changes & Cancellations

Before July 16, 2010: Changes to name, stay dates, address, or special requests can be made on-line at http://meeting.apsnet.org - OR - contact the Visit Charlotte Housing Bureau to modify or cancel your reservation.

After July 16, 2010: All changes and cancellations must be made directly with the assigned hotel. Do not contact the hotel directly until after July 16, 2010.

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GUEST INFORMATION

Use one form for each room requested – make copies as needed.

Arrival Date Departure Date

First Name: Last Name:
M.I.

E-mail Address:

Daytime Phone: Fax:

* If providing international telephone numbers, please include country and city access numbers

Company:

Address:

Address 2:

City/State/Province:

Zip/Postal Code, Country:

HOTEL and ROOM INFORMATION

Please list the names of four hotels (Westin, Hilton, Garden inn, Hampton Inn) in order of preference.

First: Second:

Third: Fourth:

If all requested hotels are unavailable, a reservation will be made at the next available hotel.

Please indicate criteria for placement:

Comparable room rate Proximity to convention center

Circle # of beds requested: 1 2 Due to limited availability, select 2 beds only if necessary.

List all room occupants: Circle # of occupants: 1 2 3 4

Check here if you have a disability requiring special services. Non smoking request

Special needs/requests:

GUARANTEE INFORMATION

All reservation requests must include guarantee information. Requests received without proper guarantee information will NOT be processed. The preferred and easiest method of guarantee is with a credit card (valid through August 2010). If you do not have a credit card to use for guarantee, check deposits in the amount of \$170 (per room requested) will be accepted via mail only. This deposit will be applied toward your hotel room(s).

American Express Discover Diner's Club
MasterCard Visa

Card Number: Exp. Date:

Name on Credit Card:

Cardholder's Signature*

* Necessary to process reservation

Check deposit enclosed in the amount of \$170 (per room requested) made payable to: Visit Charlotte. Refunds for cancelled reservations that are guaranteed with a check deposit will be mailed within 10 business days upon receipt of written notification. All cancel requests must be received at least 72 hours prior to day of arrival.

Mail check deposit along with the completed housing form(s) to: APS – Visit Charlotte Housing, 500 S. College St., Ste. 300. Charlotte, NC 28202

Do not mail housing forms that were previously sent via FAX or that were made on-line.