



American Historical Association

121st Annual Meeting ❖ Atlanta, January 4-7, 2007

HOTEL RESERVATION FORM

INSTRUCTIONS

Reservations can be made from **Sept. 5 through Dec. 14, 2006** by choosing one of the following methods:

❖ INTERNET

Book your reservation online using the special link on the AHA web site at: www.historians.org/annual. For best availability and immediate confirmation, make your reservation via the Internet!

❖ TELEPHONE

Call the AHA Housing Bureau, **9:00 A.M.-8:00 P.M. EST**, Monday-Friday at: **866-799-8927 (toll free) 506-637-0311 (international)**.

❖ FAX

Send a completed form, one copy per room **506-433-3033**.

❖ ACKNOWLEDGEMENT

Acknowledgements will be sent after each reservation booking, modification and/or cancellation. Review it carefully for accuracy. If you do not receive a confirmation via e-mail, fax, or mail within 14 days after any transaction, please contact the Housing Bureau.

❖ ROOM RATES/TAXES

To take advantage of the special AHA Annual Meeting rates, be sure to book your reservation by **8:00 P.M. EST, Dec. 14, 2006**. After this date the official AHA block will be released. All rates are per room per night and are subject to a **15% tax** (subject to change). Hotels will charge additional fees for rooms with more than one occupant. When making a reservation, please provide room and bedding preferences in the section to the right. The hotels will assign specific room types upon check in, based upon availability. *Please be advised that requests are not guaranteed.*

❖ DEPOSITS

All hotels require a deposit: **\$125** for a standard room, **\$250** for a one-bedroom suite, and **\$375** for a two-bedroom suite. **Requests received without a deposit will be returned and will not be processed.** Please fill out the credit card information entirely or mail a check made payable to AHA Housing Bureau, 233 Peachtree St. Suite 100, Atlanta, GA. 30303. **Credit cards will be charged after Dec. 14, 2006.**

❖ MODIFICATION/CANCELLATION

Continue to make, modify, and/or cancel reservations from **Sept. 5 through Dec. 14, 2006** via the AHA Housing Bureau. Reservations may be changed or cancelled without penalty, through the AHA Housing Bureau until **Dec. 14, 2006**, unless guaranteed by check deposit. Cancellations guaranteed by a check deposit will be assessed a \$25.00 processing fee at any time. Beginning **Dec. 19**, please contact your assigned hotel directly with any changes and/or cancellations. After Dec. 19, date changes made directly with the hotel for arrivals or departures can only be made based on hotel availability. **Any cancellation made within 72 hours of scheduled arrival will forfeit the entire deposit.**

❖ NO SHOW PENALTY

All hotels will assess a penalty of one night's room/tax in the event of a no show.

HOTEL INFORMATION

Arrival Date: _____

Departure Date: _____

HOTEL SELECTION*:

(List three choices in order of preference.)

First: _____

Second: _____

Third: _____

Reservations processed on a first come, first served basis. If all three requested hotels are unavailable, process this reservation according to:

- Comparable room rate.
- Proximity to conference site.

Room Type: (select one):

- Single
- Double
- Triple
- Quad
- 1 Bedroom Suite*
- 2 Bedroom Suite*

*SUITE RESERVATIONS: to reserve a suite, contact the bureau's housing manager at housing@atlanta.net; fax **404-521-6392**, telephone **404-521-6630**.

Bedding request: (select one):

- 1 bed
- 2 beds

LIST ALL OCCUPANTS IN ROOM:

(Specify if guest is child under age 18)

1. _____ (First) _____ (Last)
2. _____
3. _____
4. _____

Check here if you have a disability requiring special services.

Special Needs: _____

Request: _____

- Smoking
- Non-Smoking

DEPOSIT INFORMATION

Housing forms received without a deposit of **\$125** will not be processed.

Indicate deposit payment method, credit card or check.

Credit Card

Please be advised that the credit card must be valid through the dates of the convention or your reservation will not be processed.

Type of card:

- American Express
- MasterCard
- Visa
- Discover
- Diner's Club

Account Number: _____

Expiration Date: _____

(Must be valid through 01/07)

(Cardholder's name)

(Cardholder's signature-necessary to process registration)

Check

Please mail checks with an attached Housing Form. Make checks payable to:

AHA Housing Bureau

Suite 100

233 Peachtree St.

Atlanta, GA. 30303

*Hotel rate information and location map on overleaf ➡

PRIMARY GUEST INFORMATION: (FILL THIS PORTION COMPLETELY- PLEASE PRINT OR TYPE)

NAME:

First: _____ MI: _____ Last: _____

Company: _____

Address: _____

City: _____ State: _____ ZIP code: _____

Country: _____

E-mail: _____

Phone: _____ Fax: _____

If outside the USA, please also include country and city codes.

**PLEASE USE ONE FORM PER ROOM. MAKE COPIES AS NEEDED. **



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HOTEL AND RATE INFORMATION

Hotels	Single 1 person	Double or Dbl./Dbl.	Triple 3 people	Quad 4 people	Suites
1. Hilton Atlanta (headquarters) 255 Courtland St. NE (1,100 rooms)	\$99	\$119	\$129	\$129	\$150 & up
2. Atlanta Marriott Marquis (co-headquarters) 265 Peachtree Center Ave. NE (700 rooms)	\$99	\$119	\$129	\$129	\$99 & up
3. Westin Peachtree Plaza Atlanta 210 Peachtree St. NW (700 rooms)	\$99	\$119	\$129	\$129	\$209 & up
4. Hyatt Regency Atlanta 265 Peachtree St. NE (400 rooms)	\$85	\$85	\$105	\$105	N/A

Above rates are

- ❖ subject to city and state occupancy taxes of 15% (subject to change without notice).
- ❖ will be honored three days before and after official meeting dates of Jan. 4–7, based upon availability of the hotel at the time the reservation is made.

Reservations should be made by **December 14, 2006**. See map below for hotel locations.

Map of the Area

