Hotel Reservation Request Form
IEEE Power Engineering Society 2001 Winter Meeting
January 28 – February 1, 2001 Columbus, Ohio USA
Housing Reservation Deadline: Friday January 12, 2001. Higher rates may apply to reservations made after this date!

**IMPORTANT INSTRUCTIONS (please print or type all information)**
1. Reservation Requests are processed on a first-come, first-served basis.
2. **Acknowledgement** of your request, which will be sent by the Housing Bureau, and **confirmation** of your reservation, which will be sent by the hotel, will be directed to the individual named below.
3. If additional rooms are needed, please make a copy of this form.
4. To guarantee your room you MUST supply your credit card number on this form, or send a check to the hotel after you receive confirmation. **Credit cards will be used for guarantee purposes only.**
5. All changes and cancellations prior to the housing deadline (Jan. 12) must be submitted to the Housing Bureau via mail, fax, or email to housing@columbuscvb.org. No phone calls please. After the deadline, you may contact your hotel directly. Please see hotel confirmation for specific hotel policies regarding cancellations. For room upgrades, please contact your assigned hotel.

Name: ____________________________________________
Affiliation: __________________________________________
Address: ____________________________________________
City: ___________________________ State/Country: ________ Postal Code:__________
Daytime Phone: _________________ Fax: _________________
Email Address: ______________________________________

Names of all room occupants (required if requesting a double, triple, or quadruple room)
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Credit Card #_____________________________ Expiration Date:___________
Cardholders’s Name:_______________________ Signature:____________________

**Hotel Preference:** You must indicate three choices. Please place a number 1-3 in the first column indicating which hotels are your first, second and third choices and circle the type of room you are requesting. Every attempt will be made to reserve a room at one of the choices you indicated, but an alternate hotel will be assigned if necessary.

*Listed rates do not include the 15.75% hotel tax.*

<table>
<thead>
<tr>
<th>1-3</th>
<th>Hotel</th>
<th>Single</th>
<th>Double</th>
<th>Dbl/Dbl</th>
<th>Triple</th>
<th>Quad</th>
</tr>
</thead>
<tbody>
<tr>
<td>____</td>
<td>Hyatt Regency Columbus</td>
<td>$126</td>
<td>$136</td>
<td>$136</td>
<td>$146</td>
<td>$156</td>
</tr>
<tr>
<td></td>
<td>Conference Headquarters Hotel</td>
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<tr>
<td>____</td>
<td>Crowne Plaza</td>
<td>$115</td>
<td>$125</td>
<td>$125</td>
<td>$135</td>
<td>$145</td>
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<tr>
<td></td>
<td>Attached to Headquarters Hotel</td>
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<tr>
<td>____</td>
<td>Adam’s Mark Hotel</td>
<td>$107</td>
<td>$117</td>
<td>$117</td>
<td>$127</td>
<td>$137</td>
</tr>
<tr>
<td></td>
<td>4 Blocks from Headquarters Hotel</td>
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<tr>
<td>____</td>
<td>Hyatt on Capitol Square</td>
<td>$124</td>
<td>$134</td>
<td>$134</td>
<td>$144</td>
<td>$154</td>
</tr>
<tr>
<td></td>
<td>6 Blocks from Headquarters Hotel</td>
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</tbody>
</table>

Arrival Date/Time __________________________ Departure Date __________________________

List any special needs/requests____________________________________________________

Mail or fax forms to:
GCCVB Housing Bureau/IEEE, 90 N. High Street, Columbus, Ohio 43215
Fax: +1 614 222 6140
Housing application available on-line at www.ieee.org/power. Click on WM2001 button.