AMERICAN SOCIETY FOR BONE AND MINERAL RESEARCH

ASBMR 2012 Annual Meeting
October 12 – 15, 2012 * Minneapolis, Minnesota, USA

DEADLINE:
September 12, 2012

ATTENDEE/EXHIBITOR HOTEL RESERVATION FORM

INSTRUCTIONS:
The deadline for new reservations is Wed., September 12, 2012.

For best availability and immediate confirmation, make your reservation via the **INTERNET** at www.asbmr.org.

Or you can **CALL 888.947.2233** (US & Canada) or **612.767.8200**

Or you can **FAX** this form to **612.767.8201**

Or **MAIL** to:
ASBMR Housing Bureau
250 Marquette Avenue
Suite 1300
Minneapolis, MN 55401

Questions?
E-mail the Housing Bureau at:
housing@minneapolis.org

- **Please review instructions, cancellation and deposit policies on the reverse side of this form.**

- Reservation must be made by **September 12,** however, keep in mind that preferred hotels sell out quickly. **Starting September 13, rooms and rates are based upon availability.**

ACKNOWLEDGEMENTS:
The ASBMR Housing Bureau will send you an acknowledgement of your reservation by email or mail only. Please review all information for accuracy. If you do not receive acknowledgement within 5 days or if you have questions, please contact the Housing Bureau at the phone numbers or e-mail above. You will not receive a confirmation from the hotel.

This form is for single reservations. Contact ASBMR Business office for 5+ rooms.

FOR BEST AVAILABILITY, MAKE YOUR RESERVATION VIA INTERNET AT *www.asbmr.org*

First Name _____ M.I.___ Last Name _____

*E-mail Address _____
**Acknowledgements may not be received if filters are in place.*

Daytime Phone _____ Fax _____

Affiliation/Company _____

Address _____

Address 2 _____

City _____State _____Zip _____Country _____

HOTEL SELECTION

Rooms are assigned first come/first served. Please list four choices in order of preference.

1st Choice _____ 3rd Choice _____

2nd Choice _____ 4th Choice _____

Arrival Date: _____ ***Departure Date:*** _____

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

❑ Comparable distance to Convention Center ❑ Comparable room rate

# of Occupants: ❑ One ❑ Two ❑ Three ❑ Four

# of Beds Requested: ❑ One ❑ Two

To request a suite, please contact Jessica Klapstein at jklapstein@asbmr.org

List all room occupants:

_____

❑ Check here if you have a disability requiring special services.
❑ Smoking room request
Note: The majority of the rooms are non-smoking.

Special Requests: _____

GUARANTEE INFORMATION

All reservation requests must be guaranteed with a credit card. Credit cards will be charged for one night's stay at assigned hotel if you cancel less than 72 hour prior to day of arrival. Hotel Reservation Forms received without a valid credit card will not be processed.

❑Visa ❑MasterCard ❑American Express ❑Discover ❑Diners Club

Card Number: _____Exp. Date: _____

Name on Card: _____

Signature: _____

ATTENDEE/EXHIBITOR HOTEL RESERVATION FORM - INSTRUCTIONS

Please read the following instructions before completing the Housing Form.

All reservation requests must be made directly through the ASBMR Housing Bureau. If you contact the hotels directly, you may be advised that they are sold-out since rooms are already blocked for the ASBMR Meeting. Booking your reservation outside of the ASBMR block of rooms via Internet travel sites or by not mentioning to the reservationists that you are with ASBMR has a long-term negative impact on the ASBMR meeting. The amount of rooms that ASBMR can attribute as reserved by ASBMR attendee's helps us to negotiate rates with the city's meeting facilities. With fewer rooms directly attributable to ASBMR, convention center rental rates will rise which impacts the rates ASBMR can charge for meeting registration. Additionally, hotels place financial penalties on associations for each room not used by our attendees. We appreciate you supporting ASBMR by booking hotel rooms within our official block.

1. To receive the special ASBMR convention rates, book your room through the ASBMR Housing Bureau. All rates are in US Dollars and are per room and do not include tax. The current Minneapolis hotel room tax rate is 13.4% (subject to change). For best availability, book over the Internet at *www.asbmr.org.* Follow the links for housing.
2. If more than one room is required, the form may be copied for up to 4 rooms. For 5 or more rooms, a different form is needed. Please contact the ASBMR Business Office at 202.367.1138 or asbmr@asbmr.org to obtain the Special Block form.
3. **Do not use more than one method (Internet, fax. or mail) to make your reservation**, as this will create a duplicate and additional charges may occur.
4. The cut-off date for reserving 4 rooms or less is **Wednesday, September 12, 2011.** Space and rates cannot be guaranteed after this date.
5. Every effort will be made to assign your first choice hotel based on the date your request is received and the availability of your preferred hotel. However, the Housing Bureau reserves the right to assign a hotel if your hotel choices are sold out.
6. Acknowledgments will be sent from the Housing Bureau via email or mail. Please review acknowledgement for accuracy. You will not receive a confirmation from the hotel.

CHANGES TO RESERVATIONS/CANCELLATIONS

On or before October 4: Changes and cancellations must be made to the ASBMR Housing Bureau in writing via the hotel reservation web site at www.asbmr.org following the links for housing, or by e-mail to housing@minneapolis.org. Penalties for cancellations are detailed below.

On or after October 5: Contact your assigned hotel directly to make changes or to cancel. Cancellations made less than 72 hours prior to the day of your scheduled arrival are subject to a charge of one night's stay.

DEPOSIT POLICY / NO-SHOW / EARLY DEPARTURES

All reservations must be guaranteed with a credit card. Credit cards will be charged if you cancel less than 72 hours prior to day of arrival. Reservations canceled less than 72 hours prior to your scheduled arrival date will result in your credit card being charged the amount of one night's stay. Should a guest not arrive on their scheduled arrival date, the full reservation will be cancelled by the hotel and you will be charged one night's stay. If you show up the next day, reinstatement of your reservation is based upon availability, including rate. The American Society for Bone and Mineral Research is not responsible for any date change fees, early departure charges or any no-show billings that may be assessed by the hotel.

TO RESERVE A BLOCK OF ROOMS:

1. For groups reserving 5 or more rooms, contact the ASBMR Business Office by phone at 202.367.1138 or fax at 202.367.2172 or email at ASBMR@asbmr.org to obtain a Special Block Form. This form must be returned by May 25, 2012, for consideration and processing. Rooms are available on a first-come, first-serve basis so we recommend that you do not delay your request. After May 25, please continue to check the ASBMR Business Office for availability.
2. Please be advised that large blocks cannot be guaranteed accommodation in one hotel.
3. Deposit and cancellation policies for group blocks are different than for individual reservations. Please review the policies listed on the Special Block Form carefully.

TO RESERVE SUITES:

Suite can be reserved by contacting Jessica Klapstein at jklapstein@asbmr.org or by calling 202-367-1138.