

Housing Reservation Form

Lotusphere 2010

January 17-21, 2010
Orlando, FL

Visit www.ibm.com/lotus/lotusphere
Or send Housing Form to:
Lotusphere HOUSING BUREAU
568 Atrium Drive, Vernon Hills, IL 60061.
Or FAX to 847-996-5851 or CALL 847-996-5877 (International); 800-650-6870 (Domestic)
Hours of operation: 8:00 am – 5:00 pm CST Monday-Friday

To secure the hotel of your choice, based on availability, requests must be to Experient by **Published Deadline of December 18, 2009** *Room availability may be limited after this date.

First Name	Last Name	MI
Company		
Street Address		
City	State/Country	Zip/Postal Code
Daytime Phone	Fax	
E-mail	(confirmation will be sent via e-mail if address is provided)	

Non-Smoking Room Requested



Special Needs _____

INDICATE 1ST, 2ND AND 3RD HOTEL CHOICE, TYPE OF ACCOMMODATION AND DATES

Arrival Date:		Departure Date:	
HOTEL CHOICES		TYPE OF ACCOMMODATIONS (circle one)	
1.		*Bed type request is based on availability	
2.		1 person/1bed	2 people/1 bed
3.		2 people/2 beds	3 people/2 beds
		4 people/2 beds	

If all three (3) requested hotels are unavailable, please process this reservation according to: (check one)

ROOM RATE

LOCATION

1. _____

2. _____

3. _____

4. _____

NAME(S) OF ALL ROOM OCCUPANTS

Please note that additional charges may apply to third or fourth person occupying the room

RESERVATIONS/DEPOSITS

All reservations are being coordinated by the Experient Housing Bureau. Arrangements for housing must NOT be made with the hotel directly. All housing reservation forms must be received by Experient by **December 18, 2009**. Room inventory may become limited after this date. The final deadline to process new reservations, changes and cancellations is **January 7, 2010**. Starting **1/04/10** the hotels may charge a deposit of one night room and tax to the credit card listed below.

CHECKS AND/OR WIRE TRANSFERS WILL NOT BE ACCEPTED.

Credit Card American Express MasterCard VISA Discover

Account Number
Expiration Date
Card Holder Name(Print)
Card Holder's Signature

CONFIRMATIONS

Confirmation will be mailed, faxed or e-mailed to you from the Experient Housing Bureau once your reservation has been secured with a deposit. You will not receive a confirmation from your hotel. If you do not receive a confirmation within 2 weeks of making your reservation, please call the Experient Housing Bureau.

CHANGES/CANCELLATIONS

We encourage you to make your Lotusphere 2010 hotel reservations before published deadline of **December 18, 2009**. Room inventory may become limited after this date. Experient will continue to accept new reservations, changes and cancellations, based on availability through **January 7, 2010**. Starting **1/04/10**, the hotels may charge a deposit of one night's room and tax to the credit card submitted. Beginning **1/8/10**, contact the hotels directly. Any cancellations made within 5 days of scheduled arrival will result in forfeiture of the Full deposit.