

HOUSING FORM

2018 OMEA PROFESSIONAL DEVELOPMENT CONFERENCE
Columbus, Ohio • February 8-10, 2018

RESERVATIONS CAN BE MADE BY CHOOSING ONE OF THE FOLLOWING OPTIONS:

All reservations require a credit card. No checks will be accepted. Credit cards expiring 03/18 and earlier are not valid and will not be processed.

1.) **INTERNET:** www.omea-ohio.org
Do not mail a form after submitting online.
Do not email this form.

2.) **MAIL:** Send a completed form (one copy per room) to:
OMEA Housing Bureau
277 W. Nationwide Blvd. Ste. 125
Columbus, OH 43215

DEADLINE FOR SPECIAL RATES IS JANUARY 15, 2018.

- No telephone reservations will be accepted by the Housing Bureau.
- Photocopy this form if more than one room is required.
- Only one room may be requested under each name.
- Rooms are assigned on a first-come, first-serve basis.
- Allow up to two weeks for an acknowledgement.
- After January 15, 2018, rooms and rates are based on availability.

Confirm reservation to: (Only one acknowledgement will be sent)

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Email Address: _____

RESERVATION DEPOSIT:

All hotels require a credit card for guarantee. Requests received without credit card information will not be processed. Please fill out the credit card information entirely. Credit cards must be valid through March 2018 in order to be considered a proper guarantee.

- American Express Master Card
 Visa Discover
 Diner's Club

Card #

Expir. /

Name: _____

Credit cards are not charged in advance. You will be asked to present a credit card or method of payment upon arrival.

HOTEL RATES

Hotel	Single	Double	Triple	Quad
Hyatt Regency	\$179	\$189	\$199	\$209
Hilton	\$169	\$169	\$179	\$179
Drury Inn - Standard	\$145	\$145	\$155	\$155
Drury Inn - Suite	\$155	\$155	\$165	\$165
Hampton Inn	\$164	\$164	\$176	\$188

*Rates quoted above are subject to 16.75% tax (Subject to change).

HOTEL PREFERENCE:

1. _____
2. _____
3. _____

Arrival Date: _____

Departure Date: _____

List Names of all occupants in the room

(List all occupants' arrival and departure dates if different.)

1. _____
2. _____
3. _____
4. _____

ROOM TYPE PREFERENCE*:

- Single - (1) guest Double - (1) bed/2 guests
 Double/double - (2) beds/2 guests
 Triple - (2) beds/3 guests Quad - (2) beds/4 guests
 Wheelchair accessible

* Room type preferences and special requests cannot be guaranteed.

CHANGES/CANCELLATIONS:

Continue to use the OMEA Housing Bureau for all changes or cancellations through January 30, 2018 (4:00 p.m. EST) via internet or mail. After January 30, 2018, all new reservations, changes, and cancellations must go through the hotel. Cancellation fees may apply. Do not contact the hotels directly until after January 30, 2018.

* Deadline for mail-in forms is January 8, 2018.

* Deadline for changes is January 20, 2018.