

# Hotel Reservation

National Council of Teachers of English  
 99th Annual Convention and Exposition  
 Philadelphia, Pennsylvania  
 November 19–24, 2009

DEADLINE FOR RESERVATIONS: OCTOBER 23rd, 2009

Now you can make your hotel reservations online at [www.ncte.org/annual](http://www.ncte.org/annual).

**CONFIRMATION WILL BE SENT TO THE PERSON WHOSE NAME AND ADDRESS APPEAR BELOW.**

- INSTRUCTIONS
- Print or type requested data using abbreviations as necessary.
  - Complete each part below in detail.
  - If more than one room is required, this form may be photocopied.

First Name	Middle Initial	Last Name	
Street Address or P.O. Box Number			
City	State/Province	Zip/Postal Code	Country
Area Code	Daytime Phone Number	Fax Number	
E-mail Address			

## INSTRUCTIONS

For best availability and immediate confirmation, make your reservation via the Internet. Requests received via fax or mail will take longer to process. All forms received by Welcome Philadelphia Housing are processed first come/first serve and based on availability. Hotels will hold rooms for NCTE reservations until October 23; requests received after that date will be difficult to process in time. Hotel reservation forms should be received by October 23. Ordinarily, that means your reservation request must be postmarked October 17 or earlier.

## GENERAL INFORMATION

1. Please use this official form to request accommodations. To ensure you receive the email reservation acknowledgement, please add [acknowledgement@pkghlrss.com](mailto:acknowledgement@pkghlrss.com) to your address book.
2. **Deposit Required:** All hotels (except for the **Marriott, at which the deposit is a two nights, nonrefundable**) require a credit card deposit of one night's stay per reservation. In order to make your reservation online ([www.ncte.org/conv/annual](http://www.ncte.org/conv/annual)) you must be able to provide a credit card for the deposit. You may make your deposit by giving your credit card information and by signing below.
3. The Welcome Philadelphia Housing Bureau will acknowledge receipt of your housing form request within 10–14 days if faxed or mailed. Reservations made online receive immediate acknowledgement. You will not receive an actual confirmation from the hotel directly. **DO NOT SEND CASH.**
4. **No reservations by phone please.** You must be able to provide a credit card for the deposit. You can fax (available 24 hours a day 7 days a week) your reservation to 847-996-5401. The Welcome Philadelphia Housing Bureau will send you a confirmation. Review it carefully for accuracy. If you do not receive confirmation within 14 days after making your request, please contact the Housing Bureau at 800-650-6835.
5. The Housing Bureau will not attempt to locate someone to share a room with you. Avoid duplicate reservation requests. (If one or more persons are requesting to share accommodations, only one reservation form should be submitted.)
6. **Cancellations** received after October 24 and prior to the individual hotels cancellation policy, you will need to contact the hotel directly. For reservations cancelled within the hotels cancellation policy, you forfeit either 2 night room & tax at headquarters or 1 night room & tax. Penalties for early departures are enforced and vary by hotel. Failure to arrive on your scheduled date will result in the loss of deposit and cancellation of full reservation.
7. Neither requested room rate nor hotel choice can be guaranteed, but if your first choice hotel is unable to accept your reservation, the Housing Bureau will endeavor to comply with your choices in the order in which you have listed them. If accommodations are not available at any of the hotels of your choice comparable reservations will be made at other cooperating hotels at the rate category nearest that of your choice.
8. The NCTE Housing Bureau is operated by the Welcome Philadelphia Housing Bureau as a service to convention attendees and to the participating hotels.
9. Any housing questions can be directed to the Housing Bureau at 800-650-6835 or email [ncteannual@experient-inc.com](mailto:ncteannual@experient-inc.com)

## Don't Be a No-Show

Beginning October 24, please make all changes and cancellations with hotels directly.

## ROOM RATES/TAXES

To take advantage of the special NCTE rates, please book your reservation by October 23, 2009. After that date, NCTE room blocks may be released and hotels may charge higher rates. All rates are per room and are subject to additional occupancy tax.

## MAILING ADDRESS

Welcome Philadelphia  
 c/o NCTE Convention Housing Bureau  
 568 Atrium Dr.  
 Vernon Hills, IL 60061-1731

## TYPE OF ROOM REQUESTED

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Single<br>1 bed, 1 person             | <input type="checkbox"/> Double<br>1 bed, 2 persons   | <input type="checkbox"/> Twin<br>2 double beds,<br>2 persons       |
| <input type="checkbox"/> Triple<br>2 double beds,<br>3 persons | <input type="checkbox"/> Quad<br>2 beds,<br>4 persons | <input type="checkbox"/> Suite (Circle number.):<br>1 or 2 bedroom |

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

- Physically Challenged accessible

## OCCUPANTS OF ROOM

(List names of ALL occupants including yourself.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

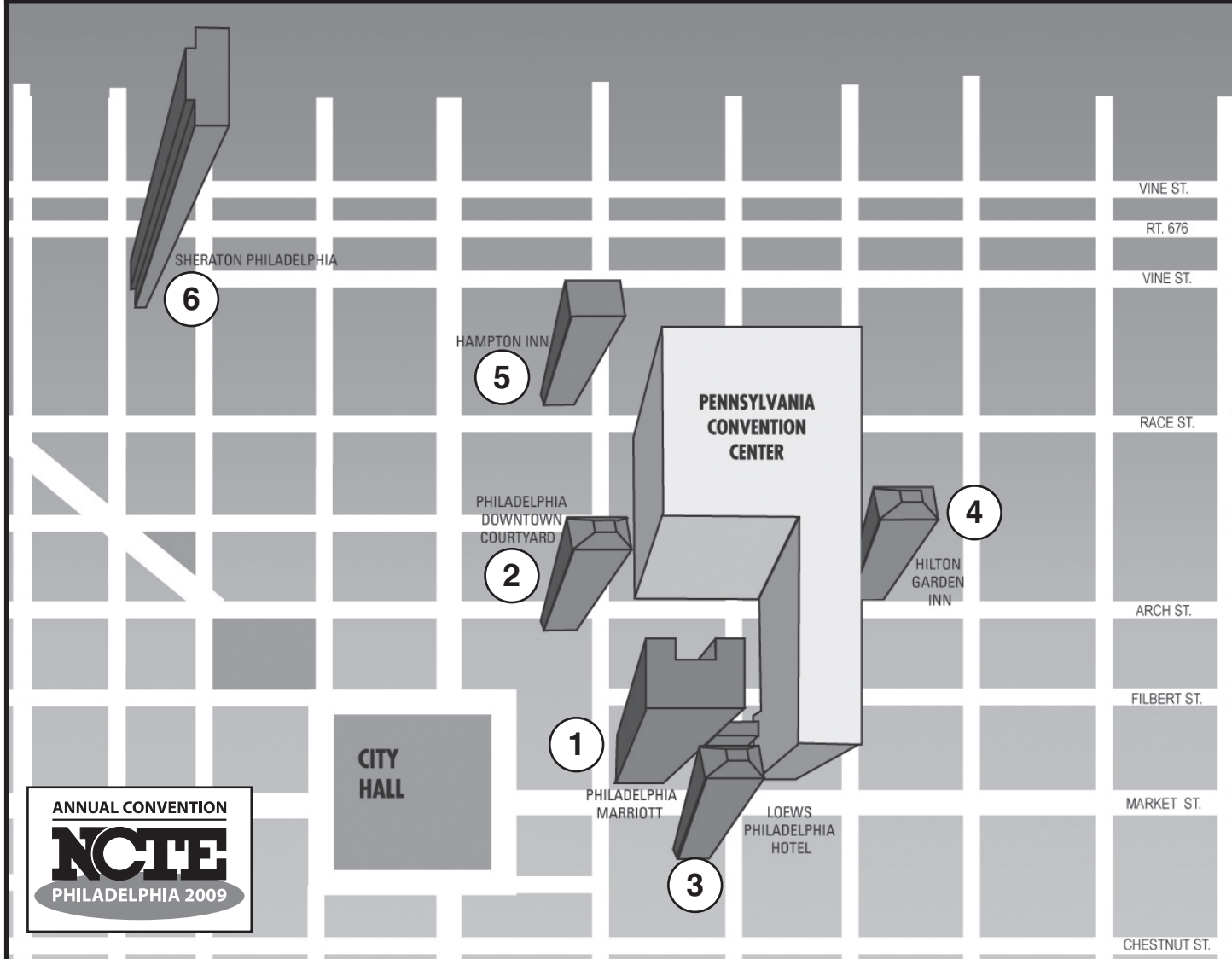
## CHOICE OF HOTELS (Do not list the same hotel for each choice.)

1st Choice \_\_\_\_\_  
 2nd Choice \_\_\_\_\_  
 3rd Choice \_\_\_\_\_

## CREDIT CARD INFORMATION

Name of Card \_\_\_\_\_  
 Card Number \_\_\_\_\_  
 Expiration Date \_\_\_\_\_  
 Credit Card Billing Address \_\_\_\_\_  
Street Address  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
 Phone No. for Credit Card Billing Address \_\_\_\_\_  
 Signature \_\_\_\_\_

# Philadelphia Hotels



Hotel	Single	Double
1 Marriott (Headquarters)	\$165	\$165
2 Courtyard by Marriott	\$153	\$153
3 Loews	\$172	\$197
4 Hilton Garden Inn	\$163	\$163
5 Hampton	\$140	\$150
6 Sheraton	\$160	\$160

\*There may be an additional charge at some hotels for additional guests in the room.

For more information on the hotels and to make your hotel reservation, go to [www.ncte.org/annual](http://www.ncte.org/annual)