



Government Finance Officers Association

The Finance Officer's Role In Doing More With Less

104th GFOA Annual Conference

Georgia World Congress Center • Atlanta, Georgia

June 6 – 9, 2010

Please remove this registration form at the perforation, fill it out, and fax it to the Atlanta Housing Bureau, Fax: (404) 521-6392. You can also register online at: www.gfoa.org OR scan the completed form and e-mail it to: Housing@atlanta.net.

Hotel Reservation Form

FOR BEST AVAILABILITY, MAKE YOUR RESERVATION VIA INTERNET www.gfoa.org

INSTRUCTIONS

The deadline date for new reservations is May 3, 2010. For best availability and immediate confirmation, make your reservation via Internet.

INTERNET: Visit the association Web site at www.gfoa.org.

PHONE: Call the Atlanta Housing Bureau at (404) 521-6630.

FAX: Only fully completed forms will be accepted at the Atlanta Housing Bureau at (404) 521-6392. Use one form per room, make copies as needed.

MAIL: Only fully completed forms will be accepted at the Atlanta Housing Bureau, 233 Peachtree Street NE, Suite 1400, Atlanta, GA 30303.

ACKNOWLEDGEMENTS

The Atlanta Housing Bureau will send you an acknowledgement of your reservation. Please review all information for accuracy. If you do not receive your acknowledgement within 7 to 10 days or have questions regarding your reservation, please contact the Atlanta Housing Bureau by phone at (404) 521-6630 or by e-mail at Housing@atlanta.net.

You will not receive an acknowledgement from the hotel.

ROOM RATES / TAXES

To take advantage of the special Atlanta rates, please book your reservation by May 3, 2010. After this date, the Atlanta room blocks will be released and rooms may only be available at higher rates. All rates are per room and are subject to a 15 percent tax (subject to change). Special requests cannot be guaranteed, however, hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.

DEPOSITS

All room reservations require a deposit of one night room and tax. All reservations must be guaranteed with a credit card, cashier's check, or money order. Credit cards must be valid through June 30, 2010. Money orders and cashier's checks are only accepted with a mailed reservation form and must be made out to the Atlanta Housing Bureau, at the address listed above. Credit cards will not be charged prior to May 4, 2010.

CHANGES / CANCELLATIONS

Reservations may be changed or cancelled without penalty up to May 3, 2010 (5:00 p.m. EST). Failure to cancel your room reservation could result in forfeiture of one night room and tax at the hotel's discretion, after May 3, 2010. A \$25.00 cancellation fee will be charged at anytime for reservations made with a check deposit and then cancelled. Refunds will be made at the end of the event. **Do not contact the hotels directly until May 10, 2010.**

Arrival Date: _____ Departure Date: _____

First Name: _____ M.I.: _____ Last Name: _____

E-mail Address: _____

Daytime Phone: _____

Fax: _____

Organization/Company: _____

Address: _____

Address 2: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

HOTEL SELECTION

Please list four choices in order of preference.

First: _____ Second: _____

Third: _____ Fourth: _____

of occupants: _____

of beds requested: _____

List all room occupants:

Check here if you have a disability requiring special services

Non smoking room request

Special requests: _____

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American Express Discover Diner's Club MasterCard Visa

Card Number: _____ Exp. Date: _____ (mandatory)

Name on Credit Card: _____

Cardholder's Signature*: _____

*Necessary to process reservation