Government Finance Officers Association
109th Annual Conference
May 31 – June 3, 2015 • Philadelphia, Pennsylvania
Individual Attendee Housing Form

RESERVE ONLINE:
Go to [www.gfoa.org](http://www.gfoa.org) and look for the housing link.

RESERVE BY PHONE:
8:00 a.m. – 5:00 p.m. CST, Mon – Fri
1-800-850-6835 Domestic
1-847-996-5874 International callers
Please have your credit card number and your arrival and departure dates ready.

RESERVE BY MAIL:
Experient/GFOA Housing
5202 President’s Court
Frederick, MD 21703

RESERVE BY FAX:
1-301-694-5124
You may also e-mail [GFOA@experient-inc.com](mailto:GFOA@experient-inc.com) with any inquiries, changes, or cancellations.

Please submit room request(s) only once. Using multiple methods risks making duplicate reservations.

- If more than one room is required, please photocopy this form to make additional requests.
- Only completed forms will be accepted.
- Room types are assigned on a first-come, first-served basis.
- A hotel is assigned in order of your preference as available or closest to event if not available.
- Allow 2 business days to receive a reservation acknowledgement. Review all information for accuracy.
- If you have not received your acknowledgement by Wednesday, April 29, 2015, please contact the GFOA Housing Department at [GFOA@experient-inc.com](mailto:GFOA@experient-inc.com).
- Reserve your room by Wednesday, April 29, 2015, to receive the discounted conference rate on a space-available basis.
- After Thursday, May 7, 2015, all reservation activity must go directly to the hotel.

Deadline:
WEDNESDAY, APRIL 29
After Wednesday, April 29, 2015, rooms and rates are based upon availability. After Thursday, May 7, all new reservations, revisions, and cancellations must be made directly with the hotel.

- If you wish a second acknowledgement to be sent to someone other than the contact above, please provide e-mail address:

CONTACT INFORMATION:
Please print clearly to avoid delays in assignment

Name: __________________________
Company: __________________________
Address: __________________________
City: __________________ State: ______ Zip Code: ______ Country: ______
Phone: __________________ Fax: __________________
E-mail Address: __________________

HOTEL PREFERENCE: (Refer to map for hotels and rates.)
1. __________________________ 2. __________________________
3. __________________________ 4. __________________________

NAME(S) OF ALL OCCUPANTS SHARING ROOM, INCLUDING SELF:

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<th>Last Name</th>
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<th>Departure Date</th>
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Maximum room occupancy is four (4) per city code.

If you wish a second acknowledgement to be sent to someone other than the contact above, please provide e-mail address:

Additional e-mail address: __________________________

ROOM TYPE REQUESTED:
- [ ] King Bed
- [ ] 2 Double Beds
- [ ] Wheelchair Accessible
- [ ] Other:

Number of guests in room: 1 2 3 4

GUARANTEE/CANCELLATION POLICY:
A major credit card number valid until June 2015 or later or a check for one night’s room and tax (add 15.5% tax) is required to secure a reservation. Credit cards are for guarantee only and are not charged to hold reservations. A charge of one night’s room and tax will be charged or forfeited on reservations that do not arrive (no-show) and were not cancelled before 72 hours of arrival. Early departures after check-in are subject to penalty fees set by the hotel. After Thursday, May 7, 2015, all reservation activity must go directly to the hotel.

Please identify your method of guarantee below.

CREDIT CARD:
Cancellations within 72 hours of arrival will be charged one night’s room and tax.
- [ ] Amex
- [ ] MasterCard
- [ ] Visa
- [ ] Discover
- [ ] Check Enclosed

Card No. __________________________ Expiration Date _______ / _______
Name of Card Holder __________________________ Signature __________________

CHECK:
Check Number __________________________ Amount __________________
Checks must be received by April 29, 2015, and must be made payable to Experient/GFOA Housing. Reservations indicating a deposit guarantee, for which no check has been submitted, are subject to cancellation. Please base the amount of the check on the rate at the hotel of your first preference. Note: Institutional purchase orders are NOT accepted. Cancellations within 72 hours of arrival will forfeit one night’s room and tax. Refunds to those who guaranteed accommodations with a check deposit will be mailed after the end of the event.
Visit www.gfoa.org for more information, to view the Candidate’s Guide, and to register for exams.

Grow your professional skills and advance your career with GFOA’s nationally recognized Certified Public Finance Officer (CPFO) Program.

in conjunction with

Radford University