



# Government Finance Officers Association

## 113<sup>th</sup> Annual Conference

May 19-22, 2019 • Los Angeles, California

### 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  
1-800-967-8852 Domestic

1-847-996-5832 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:

1-888-772-1888

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. Please do not e-mail this form with credit card information.*

- 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 within 10 days of mailing this form, please contact the GFOA Housing Department at [GFOA@experient-inc.com](mailto:GFOA@experient-inc.com).
- Reserve your room by Wednesday, April 17, 2019, to receive the discounted conference rate on a space-available basis.
- After Thursday, April 25, 2019, all reservation activity must go directly to the hotel.

#### CONTACT INFORMATION:

*Please print clearly to avoid delays in assignment*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*Acknowledgements may not be received if e-mail filters are in place.*

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

**HOTEL PREFERENCE:** (Refer to map @ [www.gfoa.org](http://www.gfoa.org) for hotels and rates.)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

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

Last Name	First Name
1)	
2)	
3)	
4)	

*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 2019 or later or a check for one night's room and tax (add 15.70% tax) is required to secure a reservation. Credit cards are collected for guarantee by the Housing Bureau, but may be charged by the individual hotels after April 25, 2019. A charge of one night's room and tax will be charged or forfeited on reservations that do not arrive (no-shows) or are not cancelled before 72 hours of arrival. Early departures after check-in are subject to penalty fees set by the hotel. After Thursday, April 25, 2019, all reservation activity must go directly to the hotel.

**Please identify your method of guarantee below.**

**CREDIT CARD:**  Amex     MasterCard     Visa     Discover     Check Enclosed

Cancellations within 72 hours of arrival will be charged one night's room and tax.

Card No. \_\_\_\_\_ Expiration Date \_\_\_\_\_ / \_\_\_\_\_

Name of Card Holder \_\_\_\_\_ Signature \_\_\_\_\_

**CHECK:** Check Number \_\_\_\_\_ Amount \_\_\_\_\_

Checks must be received by April 17, 2019, 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.

### Deadline:

**WEDNESDAY, APRIL 17**

After Wednesday, April 17, 2019, rooms and rates are based upon availability. After Thursday, April 25, 2019, all new reservations, revisions, and cancellations must be made directly with the hotel.



# Turn To GFOA For Your Training Needs

**GFOA is an educator.** We offer training opportunities for public-sector and private-sector finance professionals in a variety of forms (see below), suitable to learners at all levels (basic, intermediate, advanced), and all of which qualify for continuing professional education (CPE) credit.



## Group-live courses

Take advantage of training close to home or in your area by participating in a one- or two-day seminar with a GFOA staff member or an approved GFOA instructor.



## Immersion courses

Maximize your training opportunities by taking part in a three- or four-day subject-intensive course.



## Internet-based seminars

Enjoy the convenience of training at your computer by viewing GFOA's one- or two-hour presentations.



## Web-streaming courses

View training sessions using the latest video and audio streaming technology from the convenience of your computer.

Go to [gfoa.org](http://gfoa.org) for details, to register online, and for additional training announcements.



Government Finance Officers Association (GFOA)  
GFOA Members Forum



@GFOA (#GFOA and #GFOA2019)  
@GFOAJobs  
@chrisgfoa



GFOA of the US & Canada  
GFOA Members Group