

# Housing Reservation Form

6<sup>th</sup> International Congress on Meningiomas and Cerebral Venous System  
September 3 – 6, 2008

John B. Hynes Veterans Memorial Convention Center  
Boston, Massachusetts, United States

Please print or type:

Last Name (Family Name) First Name Credentials

Organization

Address

City State Zip Country

Phone Fax Number

E-mail Address

Please check one: I am a  Medical Registrant  Exhibitor

### Hotel Choice

- Boston Marriott Copley Place – Headquarters Hotel (\$259 Single / \$279 Double)
- The Fairmont Copley Plaza (\$294\* Single / Double)
- Hostelling International – Boston (\$55\* Single / Double)

\* A portion of the room rate will be utilized to cover the cost of the online registration and housing services. The hotel room rates are subject to applicable state and local taxes in effect at the time of check-in.

### Room Type Requested

- Single (one bed, one person)
- Double (one bed, two people)
- Double/Double (two beds, two people)
- Other \_\_\_\_\_

Special Needs: \_\_\_\_\_

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

Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_

Shared Room (list all occupants):

Occupant 1

Occupant 2

Occupant 3

- A deposit equal to one (1) night's stay is required to hold each individual's reservation.
- Upon check-in you will be required to present a credit card for payment. If you use a corporate credit card number, you will need to provide a copy of the front and back of the credit card and an authorization letter from the credit card holder.

### Method of Payment

- Visa
- MasterCard
- American Express

Credit Card Number Expiration Date

Print name as it appears on credit card

Signature (I agree to pay above total according to card issuer agreement)

### To Make a Reservation

Completed Housing Reservation Forms with credit card details can be submitted via online, faxed or mailed to the MCVS Housing & Registration Bureau. The online reservation form is the most immediate and secure method of registration.

#### Online:

[www.TheMeningiomaConference2008.org](http://www.TheMeningiomaConference2008.org)

#### Fax:

(800) 952-9812 (U.S.)  
(847) 759-4228 (International)

#### Mail:

MCVS Registration & Housing Bureau  
c/o Conference Technology Enhancements  
PO Box 2686  
Des Plaines, IL 60018

A confirmation will be sent to you via e-mail or fax (if no e-mail address is supplied) or via mail (if no e-mail or fax number is supplied) within 48 hours of receipt of your reservation. You will receive one confirmation for housing and one for registration.

### Reservation Information

Only one room may be requested on each form. If you are sharing a room, send only one form with the names of the persons who are sharing; be sure to include all names and the earliest arrival and latest departure date. Additional reservations will be taken on a space available basis only. Every effort will be made to reserve a room at the rate requested – if a room is not available, the next available rate will be reserved.

### Accommodations

Every effort will be made to accommodate room/bed types, connecting rooms, specific locations, but can not be guaranteed. All requests are subject to availability upon arrival.

Check-in: 4:00 PM / Check-out: 12:00 Noon

### Cancellation Policy

Each deposit is refundable providing each reservation is cancelled with the hotel at least 24 hours prior to day of arrival and a valid cancellation number is provided. Thereafter, the deposit will be applied to the final night's reservation and will be forfeited. Any reservation that has not been cancelled by or for an individual who does not arrive will automatically be billed for one night's room and tax. Revisions to departure dates may be made up to and including point of check-in to avoid payment of penalty.

### Questions?

If you have questions, contact the MCVS Housing & Registration Bureau at (800) 713-0791 (U.S.) or (847) 759-4255 (International) or e-mail [aansmcvs@cteusa.com](mailto:aansmcvs@cteusa.com).