

**Fax This Form by March 2, 2009, to:**  
**Krissy Dennis, Reservations Manager — The Hilton Harrisburg — 1-717-233-6830**

*Note to the Hotel: This is not a room reservation form. This is a confirmation form for rooms already reserved.  
 This will verify the number of rooms reserved and the names of the guests in these rooms.*

**2009 LEAD Conference ♦ The Hilton Harrisburg ♦ March 13-15, 2009**  
**HOTEL RESERVATIONS CONFIRMATION FORM**

**Directions:** Conference advisers, complete this form **after** you have **made and received your confirmation number(s) for hotel room reservations** to insure that you have the proper number and type of rooms for your group and the hotel knows the approximate time of your arrival and departure and the method in which you are paying for your hotel rooms. Make additional copies of this form if needed so that you can list the names for each of your reserved sleeping rooms (i.e., five rooms reserved will require 2 forms; nine rooms reserved will require 3 forms, etc).

Fax your completed form(s) by **March 2, 2009** to Krissy Dennis at the Hilton Harrisburg at **1-717-233-6830**.

*Type or print clearly all information below:*

Name: \_\_\_\_\_ Total # in Group: \_\_\_\_\_ Method of Payment:  Credit Card  School Check  Business Check  
 (Adviser name(s) hotel reservation is held under) (Note the hotel does not accept personal checks)

School Name: \_\_\_\_\_ City/State: \_\_\_\_\_

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

**Complete one box for each room reserved, listing the hotel confirmation number, type of room requested, names in the reserved room & check either adviser or student.**

Hotel Issued Room Confirmation Number: _____			
Type of room reserved/requested: <input type="checkbox"/> Single—one bed (one person) <input type="checkbox"/> Double—two beds (two people) <input type="checkbox"/> Triple—two beds (three people) <input type="checkbox"/> Quad—two beds (four people)			
Adviser	Student	Adviser	Student
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____

Hotel Issued Room Confirmation Number: _____			
Type of room reserved/requested: <input type="checkbox"/> Single—one bed (one person) <input type="checkbox"/> Double—two beds (two people) <input type="checkbox"/> Triple—two beds (three people) <input type="checkbox"/> Quad—two beds (four people)			
Adviser	Student	Adviser	Student
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____

Hotel Issued Room Confirmation Number: _____			
Type of room reserved/requested: <input type="checkbox"/> Single—one bed (one person) <input type="checkbox"/> Double—two beds (two people) <input type="checkbox"/> Triple—two beds (three people) <input type="checkbox"/> Quad—two beds (four people)			
Adviser	Student	Adviser	Student
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____

Hotel Issued Room Confirmation Number: _____			
Type of room reserved/requested: <input type="checkbox"/> Single—one bed (one person) <input type="checkbox"/> Double—two beds (two people) <input type="checkbox"/> Triple—two beds (three people) <input type="checkbox"/> Quad—two beds (four people)			
Adviser	Student	Adviser	Student
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____