

2010 LEAD Conference ♦ Marriott Crystal Gateway Hotel ♦ February 05-07, 2010
HOTEL RESERVATIONS CONFIRMATION FORM

Once completed, fax this form by January 13, 2010, to:

Marriott Crystal Gateway: Fax number:1-703 685 4652 Attention: [Mekdes Asnake](#), Reservations

*Note: 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 to assist with a smooth check in at the hotel.

Instructions: Conference advisers, complete this form **after** you have **made and received your confirmation number(s) for hotel room reservations (1)** to insure that you have the proper number and type of rooms; **(2)** the hotel knows the approximate time of your arrival and departure; **(3)** and the hotel knows 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 **January 13, 2010** to the Marriott Crystal Gateway Hotel, Attention: [Mekdes Asnake](#), Reservations at **1-703 685 4652**.

Type or print clearly all information below:

Name: _____ Total # in Group: ____ Method of Payment: Credit Card School Check Personal Check
(Adviser name(s) hotel reservation is held under)

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 <small>(one person)</small>	<input type="checkbox"/> Double—two beds <small>(two people)</small>
		<input type="checkbox"/> Triple—two beds <small>(three people)</small>	<input type="checkbox"/> Quad—two beds <small>(four people)</small>
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 <small>(one person)</small>	<input type="checkbox"/> Double—two beds <small>(two people)</small>
		<input type="checkbox"/> Triple—two beds <small>(three people)</small>	<input type="checkbox"/> Quad—two beds <small>(four people)</small>
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 <small>(one person)</small>	<input type="checkbox"/> Double—two beds <small>(two people)</small>
		<input type="checkbox"/> Triple—two beds <small>(three people)</small>	<input type="checkbox"/> Quad—two beds <small>(four people)</small>
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: _____			
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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"/>
_____	_____	_____	_____