

## HOTEL RESERVATIONS CONFIRMATION FORM

Once completed, fax this form by February 05, 2010, to:

**Brandon Kielkiewicz**— The Westin Lombard Yorktown Center — Fax Number: **1-630-719-8050**

*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 **February 05, 2010** to **the Westin Lombard Hotel to the attention of Brandon Kielkiewicz at 1-630-719-8050.**

*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 (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"/> |
| _____  | _____                    | _____                    | _____                    |

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
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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"/> |
| _____  | _____                    | _____                    | _____                    |

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 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"/> |
| _____  | _____                    | _____                    | _____                    |

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
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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"/> |
| _____  | _____                    | _____                    | _____                    |