



# Transportation Research Board 91st Annual Meeting

January 22–26, 2012 • Washington, D.C.

## EXHIBITOR ROOM BLOCK REQUEST FORM

Housing Opens Thursday, June 30, 2011 Noon ET

Each organization is entitled to 3 rooms in one of the three Meeting hotels per 10'x 10' booth purchased for exhibitor booth personnel use only. Suites do not count toward your allotment. Additional rooms will be assigned at one or more of the overflow hotels. (Use the Overflow Housing Form.) Forms must be received by December 16 to be guaranteed housing in one of the three Meeting hotels. After this date, assignments are subject to availability. Requests are processed on a first come, first served basis in the order received. TRB provides complimentary shuttle service to/from hotels in the TRB Block.

**1. Contact Information:** The TRB Housing Bureau will confirm room block requests by email within seven (7) business days to the contact listed below.

Name:	Organization:	
<hr/>		
Address 1:	Address 2:	
<hr/>		
City:	State:	Zip/Postal Code:
<hr/>		
Country:	Email:	
<hr/>		
Telephone:	Fax:	
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**2. Hotel Choices:** Please indicate order of preference (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>). If your request is not available, the next available hotel will be assigned.

<u>Hotel</u>	<u>Number of Rooms Requested</u>	<u>Preference Ranking</u>
Washington Marriott Wardman Park	_____	_____
Washington Hilton	_____	_____
Omni Shoreham	_____	_____

**3. Rates:** The three Meeting hotels have agreed to honor the prevailing government per diem, which is currently \$181 single occupancy. The hotel confirmations will reflect this rate UNTIL the January 2012 rate is published (by early October), and then revised confirmations will be issued with adjusted rates. NOTE: Upgraded rates will not change: The Marriott Concierge: \$250 Single/\$270 Double; Hilton Executive Level: \$315 Single/\$335 Double.

**4. Room Reservations: *Same as last year!*** Your confirmation (noted above) will provide instructions for you to provide online, the name(s), arrival/departure dates, occupancy (Single/Double), and a credit card to guarantee arrival which is required. If the travelers' names are not yet known, list occupants as TBA 1, TBA 2, etc. **Names for all reservations are required by December 16, 2011.**

**5. Deposit Information:** A credit card guarantee will be required to confirm housing reservations. One credit card for all rooms within your block or an individual card for each room may be entered online. **(Purchase Orders are not accepted.)** The card will not be charged at the time of the reservation. The credit card, which must be **valid through January 2012**, will be charged if the reservation is not cancelled within 72 hours of arrival or if the traveler a no-show.

**6. Changes/Cancellations:** Prior to January 5, 2012, any changes or cancellations should be referred to the TRB Housing Bureau. All changes must be made in writing by email to the TRB Housing Bureau at: [TRB@jspargo.com](mailto:TRB@jspargo.com) or fax at 703-631-2971. Between January 5-10, 2012, changes cannot be made to reservations by either the TRB Housing Bureau or the hotels. After January 10, 2012, contact your hotel directly for changes or cancellations. If cancellation occurs within 72 hours prior to arrival or the traveler is a no-show, the credit card used for the arrival guarantee will be charged one night's room and tax.

**7. Send Completed Forms to the TRB Housing Bureau:** Print, complete, scan and email: [TRB@jspargo.com](mailto:TRB@jspargo.com); fax: 703-631-2971; or mail/overnight to: J. Spargo/TRB Exhibitor Housing, 11208 Waples Mill Road, Suite 112, Fairfax, VA 22030.



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91st Annual Meeting**

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**OVERFLOW EXHIBITOR HOUSING FORM**

**Request for Additional Rooms (Exhibitor Personnel Use Only)**  
(Submit with Exhibitor Room Block Request Form)  
**Housing Opens Thursday, June 30, 2011, Noon ET**

**1. Contact Information:** The TRB Housing Bureau will confirm room block requests by email within seven (7) business days to the contact listed below.

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

**2. Hotel Choices:** Please indicate order of preference (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>). If your request is not available, the next available hotel will be assigned.

<u>Hotel</u>	<u>Number of Rooms Requested</u>	<u>Preference Ranking</u>
The Churchill Hotel	_____	_____
Courtyard by Marriott	_____	_____
The Dupont Circle Hotel	_____	_____
Hotel Palomar	_____	_____
Renaissance Mayflower	_____	_____

**3. Rates:** All overflow hotels have agreed to honor the prevailing government per diem, which is currently \$181 single occupancy. The hotel confirmations will reflect this rate UNTIL the January 2012 rate is published (by early October), and then revised confirmations will be issued with the adjusted rates. NOTE: The Jr. Suite rate at the Churchill will also be affected by the per diem. The 2011 rate was \$229 single/double..

**4. Additional Room Reservations: *Same as last year!*** Your confirmation (noted above) will provide instructions for you to provide online, the name(s), arrival/departure dates, occupancy (Single/Double), and a credit card to guarantee arrival which is required. If the travelers' names are not yet known, list occupants as TBA 1, TBA 2, etc. **Names for all reservations are required by December 16, 2011.**

**5. Deposit Information:** See terms and conditions on the Exhibitor Room Block Request Form.

**6. Changes/Cancellations:** See Exhibitor Room Block Request Form for details.

**7. Send Completed Forms with Exhibitor Room Block Request Form to the TRB Housing Bureau:**

Print, complete, scan and email: [TRB@jspargo.com](mailto:TRB@jspargo.com); fax: 703-631-2971; mail/overnight : J.Spargo/TRB Exhibitor Housing, 11208 Waples Mill Road, Suite 112, Fairfax, VA 22030.

