



**Scholarly Communication Outreach:  
Crafting Messages that Grab Faculty Attention  
Wednesday - Thursday, March 11-12, 2009**  
Sheraton Seattle Hotel  
1400 6th Avenue  
Seattle, Washington 98101

### HOUSING RESERVATION FORM

Please use this form to reserve housing for the ARL/ACRL Institute on Scholarly Communication to be held before the ACRL 14<sup>th</sup> National Conference in Seattle.

Your Name: _____		
Arrival Date: _____	Departure Date: _____	# Nights: _____
Institution: _____		
Phone: _____	E-mail: _____ <i>Required for confirmation.</i>	

Available hotels are: Sheraton Seattle (Event Location, \$194 s/d), Westin Seattle (\$192 s/d), Hotel Vintage Park (\$175 s/d), Red Lion Hotel on 5th Avenue (s/d \$159), Hilton Seattle (\$150 s/ \$165 d), Homewood Suites (\$150 s/d), Mayflower Park (\$150 s/d), Executive Hotel Pacific (\$149 s/d), Crowne Plaza Hotel Seattle (\$145 s/d), Paramount Hotel (\$145 s/d), and the Roosevelt Hotel (\$135 s/d). All hotels are within an approximate 6 block walk to the meeting location. Details about hotels including locations and eco-friendly practices can be found at <http://www.acrl.org/seattle>.

Hotel preferences:

1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_ 3rd choice \_\_\_\_\_

Should priority be given to rate or location?  rate  location

Room Requests:  Non-smoking  Smoking  ADA room: Special needs \_\_\_\_\_

Room Type Request:  single (1 bed)  double (1 bed/2 people)  double/double (2 beds/2 people)

Roommate (if applicable): \_\_\_\_\_ Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

Card type:  VISA  MasterCard  American Express

Number \_\_\_\_\_ Exp. \_\_\_\_\_

Signature \_\_\_\_\_

**HOUSING DEADLINE:** The deadline to book a hotel room is February 6, 2009, by 5:00 p.m. CT. A credit card valid through March 2009 is required to confirm a hotel reservation. Experient will continue to accept changes, cancels and new reservations, based on availability, through February 25, 2009, by 5:00 p.m. CT. If you miss this deadline, please contact the hotels directly after February 27, 2009.

**CANCELLATION POLICY:** One night room and tax will be charged if you cancel your reservation within 72 hours of your arrival. Failure to check into your hotel on your scheduled date of arrival will also result in a one night room and tax charge to your credit card as well as the automatic cancellation of your reservation.

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**PLEASE REMIT THIS FORM WITH PAYMENT INFORMATION BY FEBRUARY 6, 2009.**

**TO REMIT BY FAX:** Please fax to Sue Borowicz, Housing Specialist, 847-996-5435

**TO REMIT BY MAIL:** Sue Borowicz, Housing Specialist  
Experient, Inc.  
568 Atrium Drive  
Vernon Hills, IL 60061-1731

**QUESTIONS:** Please email [sue.borowicz@experient-inc.com](mailto:sue.borowicz@experient-inc.com)