

Exhibitor Room Block Hotel Reservation Form

(15 or more rooms)



2010

INTERNATIONAL
MICROWAVE SYMPOSIUM

IEEE MIT-5 • MAY 23-28, 2010 • ANAHEIM, CALIFORNIA
THE GOLDEN STATE OF MICROWAVES

IMS 2010 • May 23-28, 2010 • Anaheim Convention Center • Anaheim, California

A contract for exhibit space must be submitted to IMS prior to requesting a room block. All reservations must be made through the IMS Housing Bureau and are subject to IMS's approval.

TWO WAYS TO SUBMIT YOUR ROOM BLOCK REQUEST FORM

IMPORTANT DEADLINES

19 March 2010 A complete rooming list with names must be submitted for all blocks held. Any rooms not reserved will be released. No notice will be given prior to the release of these rooms. Requests for additional rooms will be based on availability.

16 April 2010 Final cut-off date for hotel reservations.

E-MAIL mtt-s10housing@ieee.org
FAX +1 732 465-6447

CONTACT INFORMATION

First Name: _____ Last Name: _____ Company: _____ Booth#: _____

Address: _____
STREET CITY STATE ZIP

Daytime Phone: _____ Fax: _____ E-mail: _____

An acknowledgement of your room block will be sent directly to you by the IMS Housing Bureau. Please review all information for accuracy. If you do not receive one or have questions, call +1 800 810 4333 or email us at mtt-s10housing@ieee.org.

HOTEL PREFERENCE

Hotel preferences will be honored to the extent accommodations are available.

First Choice: _____

Second Choice: _____

Third Choice: _____

ROOM BLOCK

Room block must be based on previous year's final room night pick-up

ROOM TYPE	Saturday 5/22	Sunday 5/23	Monday 5/24	Tuesday 5/25	Wednesday 5/26	Thursday 5/27	Friday 5/28	Saturday 5/29	TOTAL
Standard Room									
1 Bed Room Suite									
TOTAL									

Hotel will honor room type requests to the extent possible but requests are not guarantees. Hotel will assign specific room types upon check-in based on availability. Suite information and rates are available through the IMS Housing Bureau.

RESERVATION GUARANTEE

All room block requests must be accompanied by a credit card guarantee. Credit cards must be valid through June 2010 to be used for the guarantee.

American Express Master Card Visa Discover

Credit Card Number: _____ Expiration Date: _____

Name on Card: _____ Signature: _____

CANCELLATIONS/CHANGES

Cancellations and changes to your Room Block must be made directly with the IMS housing Bureau in writing or by email until **19 March 2010**. Cancellations and changes can be emailed to mtt-s10housing@ieee.org. Cancellations to confirmed individual reservations after **16 April 2010** must be made with the hotel directly. If cancellation occurs within one week of arrival, please refer to your hotel's cancellation policy found on your acknowledgement letter.

Please sign below to indicate you are in agreement with the above outlined policies and procedures related to reserving a room block.

Signature: _____ Date: _____

Please keep a copy of this form for your records.