

ISPE 2010 Annual Meeting Hotel Reservation Request Form

Hotel accommodations will book fast! Early registration is strongly recommended.

Please Send This Form To ISPE

FAX: +1-813-264-2816

MAIL: ISPE, 3109 W. Dr. Martin Luther King Jr. Blvd., Suite 250,
Tampa, Florida, 33607 USA

Official Hotel Headquarters for ISPE 2010 Annual Meeting

Swan and Dolphin Resort

All reservations must be made through ISPE.

The Swan and Dolphin Resort offers ISPE meeting attendees a discounted hotel rate of US\$269 (resort fee included). This rate is good until 7 October 2010 or until the room block is full, whichever comes first. In order to qualify for the discounted ISPE hotel rate, each delegate must be fully registered for the Annual Meeting as an education delegate, active committee member, speaker, or exhibitor.

How to Make a Hotel Reservation

1. Once you have registered, you will receive a confirmation email. You may then make your hotel reservations through the link provided in the email.
2. Or, mail or fax your reservation request with credit card information to ISPE, or send a check or money order covering the first night's stay (US\$302.63 including taxes) drawn on a US bank and payable to Swan and Dolphin Resort.

We encourage you to make your hotel reservation immediately upon receiving your confirmation email (an acknowledgement email will be sent to you when your reservation is received). Changes may be made by following the directions from your hotel acknowledgement email. If contacting ISPE with changes, please send them in writing. There is a processing period for all reservations from ISPE into the hotel system. Please do not contact the hotel regarding your reservation until after 15 October 2010. A confirmation email will be sent by the hotel after 15 October 2010.

Nonrefundable Deposit

A deposit of one night (US\$302.63 including taxes) is required to hold your room reservation and is **nonrefundable** after 13 October 2010. Credit cards will be charged one night as of 14 October. Please complete the credit card information in full.

ISPE has only one contracted hotel for the ISPE 2010 Annual Meeting. We urge you to make all room reservations for the ISPE 2010 Annual Meeting at www.ispe.org/2010AnnualMeeting or by fax or mail to ISPE Headquarters directly. This will secure you the ISPE rate at the hotel, as well as help ISPE to fulfill its contracted rooming commitment to the hotel.

ISPE 2010 Annual Meeting Hotel Reservation Request Form

This form will not be processed unless preceded or accompanied by an ISPE Annual Meeting Registration Form. Reservation requests need to be sent to ISPE directly, and not the hotel.

Official Meeting Dates: Sunday, 7 November to Wednesday, 10 November

Primary Attendee:
Name (print) _____ ISPE ID # _____

Email Address _____ Company _____

Please reserve one (1) room for _____ people for Arrival on _____ Departure on _____

Room Type Preferred: Handicapped King Bed Double Beds (all rooms non-smoking)

Estimated Time of Arrival _____

Please notify us in writing if you have any special requirements.

Address _____ City _____

State/Province _____ Zip+4/Postcode _____ Country _____

Tel _____ Fax _____

Name(s) of person(s) sharing accommodations _____

Credit Card Type _____ Credit Card Number _____

Expiration Date _____

I authorize the Swan and Dolphin Resort to charge my account for one night's deposit plus applicable taxes as of 13 October.

Signature _____

Signature is required in order to be processed.

Swan and Dolphin Resort will not accept any reservations sent directly to them. If you would like to pay by check, please contact ISPE Member Services to make arrangements, tel: +1-813-960-2105, or email ask@ispe.org.

Cancellation Policy for the Swan and Dolphin Resort

Guests cancelling their stay after 15.00, 24 hours prior to check in, will be charged their full stay.

Please note that if you do not arrive on the first day of your room reservation, the Swan and Dolphin Resort will charge you a no-show fee equal to one night and may not have a hotel room available when you arrive. Please remember to contact the hotel if you are delayed.

