



HOTEL RESERVATION INFORMATION & INSTRUCTIONS
AFT Civil, Human and Women's Rights Conference
October 26-28, 2007
Loews New Orleans Hotel, New Orleans, LA

- Housing Deadline.** All reservation requests must be made on the enclosed Hotel Reservation Form and Rooming List. **The deadline is Tuesday, September 18, 2007.** No phone reservations will be accepted. Please print clearly and fill in the forms completely. After the deadline, unused rooms will be released back to the Loews and may not be available at the conference rate.
- Hotel Reservation Form and Rooming List** (following this instruction sheet).
 - Section 2.** Complete **2** if you are reserving only one room. Complete **2a** if you are making a group reservation for two or more rooms. If you complete section 2a for two or more rooms, you must also complete the Rooming List form.
 - Section 3.** The Loews requires that all reservations be guaranteed by credit card or check deposit.
By credit card: Locals that wish to use a credit card to guarantee or pay for their participants (two or more rooms on the same credit card) must fill out the enclosed credit card authorization form and return it with a copy of the front and back of the credit card, the hotel reservation form and the rooming list.
By check: If a check or money order for the first night's room and tax is used to guarantee a reservation, it must be sent in at the time the reservation is submitted (payable to Loews New Orleans Hotel), and will only be refunded if the reservation is canceled 72 hours prior to arrival.
 - Section 4.** Please be as specific as possible so that your needs may be accommodated.
- Send completed forms to:**

AFT CH&WR Conference Housing
555 New Jersey Avenue NW
Washington, DC 20001
OR fax to 202/393-8648
- Date Changes:** You may contact the Loews directly to make arrival and departure date changes **only**. The telephone number for the Loews is: (866) 211-6411 or (504) 595-3300.

Cancellation/Name Changes: Name changes must be submitted in writing to the AFT Meetings and Travel Department by fax (202/879-4558) or e-mail. Cancellations also must be submitted in writing up to 72 hours prior to arrival in order to avoid a charge of one night's room and tax. (Within 72 hours of arrival, you are responsible for contacting the hotel directly.)
- Early Check-Out:** Guests who check out earlier than their scheduled departure date will incur a penalty of one-night's room and tax. At check-in, each guest will have the opportunity to reconfirm his or her departure date.
- Room Rates.**

Room Type	Rate per Night	Including 13% tax and \$1.00/night occupancy tax
Single - one adult	\$229	\$259.77
Double - two adults	\$229	\$259.77

- Check-in and Check-out.** The Loews check-in time is 4:00 p.m., and check-out time is 12:00 noon.
- Questions?** Contact Yvonne Cheek in the AFT Meetings and Travel Department at 800/238-1133, ext. 4425 or by e-mail: ycheek@aft.org.



HOTEL RESERVATION FORM
AFT Civil, Human and Women's Rights Conference
October 26-28, 2007
Loews New Orleans Hotel, New Orleans, LA

FOR AFT USE ONLY
Rec'd: _____
Hotel: _____
Batch: _____

The deadline for hotel reservations is **Tuesday, September 18, 2007.**

Mail this form and other attachments (if applicable) to:
 AFT CH&WR Conference Housing, 555 New Jersey Avenue NW, Washington, DC 20001
 Or fax to: 202/393-8648

1

NAME & TITLE (contact person for all reservations) _____

LOCAL NAME and NUMBER _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

WORK PHONE _____ FAX _____ HOME or CELL PHONE _____

E-MAIL _____

2 INDIVIDUAL RESERVATION (only 1 room needed)

Reservation for _____
 Sharing with _____
 Arrival Date _____
 Departure Date _____

Single (\$229) Non-smoking
 Double (\$229) Smoking
 1 king bed
 2 double beds

Add 13% plus \$1.00 per night occupancy tax

2a GROUP RESERVATIONS (2 or more rooms needed)

Include the total number of rooms needed in this box. Use the **ROOMING LIST** (attached to this form) to indicate names, arrival and departure dates and room requests.

Total number of rooms needed: _____

_____ # of singles
 _____ # of doubles

Add 13% plus a \$1.00 per room, per night occupancy tax


3 RESERVATION GUARANTEE

By Credit Card
 Card Type _____
 Number _____
 Exp. Date _____
 Cardholder _____

By Check
 \$ _____ Check # _____

4 SPECIAL REQUIREMENTS

If any of your participants require special accommodations or services, indicate those below in as much detail as possible.





ROOMING LIST
AFT Civil, Human and Women's Rights Conference
October 26-28, 2007
Loews New Orleans Hotel, New Orleans, LA

<u>FOR AFT USE ONLY</u>	
Rec'd:	_____
Hotel:	_____
Batch:	_____

Local Name & Number: _____

Contact Person: _____

Phone Number: _____ **E-mail:** _____

Complete this form for two or more rooms only. Print clearly or type the name(s) of each room's occupant(s). Please alphabetize the list by last name and specify room preferences.

Return this form along with the hotel reservation form
by Tuesday, September 18 to:
 AFT CH&WR Conference Housing
 555 New Jersey Avenue NW
 Washington, DC 20001
 or by fax to: 202/393-8648

Room Type Key: S = Single (one bed); D = Double (one bed); DD = Double/double (two beds)
Preference (Pref.) Key: NS = Non-smoking; SM = Smoking

	Name(s)	Arrival Date	Departure Date	Room Type	Pref.
1					
	Sharing with:				
2					
	Sharing with:				
3					
	Sharing with:				
4					
	Sharing with:				
5					
	Sharing with:				
6					
	Sharing with:				
7					
	Sharing with:				
8					
	Sharing with:				
9					
	Sharing with:				
10					
	Sharing with:				