

## **Group Hotel Reservation Form**

CONTACT INFORMATION - Group Room Block Request confirmation should be sent to:

Group Represent	ative:			
Name of travel or	ganization (if applicable):			
Address:		City / Stat	e:	
Zip Code:	Country:	Phone:	Fax:	
City / Country Co	de for Phone / Fax:	Email:		

- Blocks of 10 or more sleeping rooms secured with one deposit are considered a group.
  Upon receipt of this request, Experient will verify room availability. The form must be completed, including the number of rooms per night and the total block requested.
- Room blocks will be assigned on a first-come, first-served basis.
- The group hotel reservation and meeting registration deadline is <u>Monday October 7</u>. All rooms and suites being held for your group will be cancelled if the rooming list is not received by this date. Also, all deposits are non-refundable regardless if your rooms are resold.
- Group Meeting Registration (International organizations only) Defined as 10 or more paid registrations using the same form of payment in one transaction. Group coordinators pick-up badges at appointed times.

**ATTENTION:** All annual meeting attendees are encouraged to confirm hotel reservations through Experient, the official AES Housing Bureau. Groups who utilize this service will not be subject to the registration administrative fee of \$750 USD per group. For additional information, please visit <a href="https://www.AESNET.org">www.AESNET.org</a>.

DAY/DATE	Wed 12/4	Thu 12/5	Fri 12/6	Sat 12/7	Sun 12/8	Mon 12/9	Tue 12/10
Number of Rooms Required							
Type (Single or Double)							
Suites (1 or 2 Bedroom or Hospitality)							
Total Block:							

HOTEL PREFERENCE: Rates do not include state or local taxes, currently 14.5%							
Please number 1 - 6 in order of preference	Hotel Property	Single Rate	Double Rate	Triple Rate	Quad Rate		
	Renaissance Washington DC Hotel Headquarter Hotel	\$234.00	\$234.00	\$254.00	\$274.00		
	Washington Marriott Metro Center	\$228.00	\$228.00	\$248.00	\$268.00		
	Grand Hyatt Washington	\$249.00	\$249.00	\$269.00	\$289.00		
	Hampton Inn Washington DC Convention Center	\$189.00	\$189.00	\$209.00	\$229.00		
	Embassy Suites Washington DC Convention Center	\$209.00	\$209.00	\$229.00	\$249.00		
	Courtyard by Marriott	\$179.00	\$189.00	\$199.00	\$209.00		