



Official Hotel Reservation Form AAO 2015 & Subspecialty Day

Please do not complete this form if you plan to book your reservation online.

HOUSING OPENS:
June 24 for Academy and AAOE Members
July 8 for Nonmembers

ADDITIONAL INFORMATION All reservations will be confirmed via e-mail, fax or mail within 72 hours. If you don't receive your confirmation within one week, please contact the AAO Hotel Reservation Office. For all reservation inquiries, changes and cancellations, contact the AAO Hotel Reservation Office by email at aaohousing@expovision.com, or by phone, fax or mail.

You are not automatically registered for AAO 2015 when you make a hotel reservation. Visit www.aao.org/2015 to register.

1 TO MAKE RESERVATIONS

Book online and check availability at www.aao.org/2015

- This is the most efficient way to obtain housing, with immediate confirmation provided.

By Mail—Complete form and send with check or credit card information to:

AAO Housing
c/o Expovision
3141 Fairview Park Drive, Suite 550
Falls Church, VA 22042, USA

INDIVIDUAL RESERVATION DEADLINE: WEDNESDAY, OCTOBER 14.

By Fax—Complete form and fax with credit card information to:

1.703.205.0235. Note: This fax number will not accept faxes before June 24. Receipt of faxes cannot be confirmed by phone.

By Phone—Please have completed form and credit card information before calling.

Toll Free: 1.866.774.0487 (from within U.S. and Canada)

Phone: 1.703.770.3908

2 CONTACT INFORMATION

Contact Name		
Address		
City	State/Province	ZIP/Postal Code
Country	Email Address	
Telephone Number	Fax Number	

3 RESERVATION INFORMATION

- Academy Member AAOE Member Nonmember

Academy ID#

Name of Occupant _____ Share With _____

Arrival Date

Departure Date

4 HOTEL PREFERENCE

1. _____ 3. _____
2. _____ 4. _____

All room assignments will be made in the order received. If your hotel choices are unavailable, the AAO Hotel Reservation Office will contact you before an assignment is made.

5 ACCOMMODATIONS REQUESTED

- Single (1 Bed/1 Person) Double (1 Bed/2 People) Double/Double (2 Beds/2 People)

Additional information (hotel loyalty number, non-smoking room, etc.) _____

Please note that room types and special requests, including smoking preferences, are subject to availability and cannot be guaranteed. For suite reservations, contact the AAO Hotel Reservation Office directly at 1.866.774.0487 or 1.703.770.3908.

6 ROOM GUARANTEE Refer to hotel confirmations for cancellation policies.

- Check if you plan to provide individual credit cards when guests names are submitted.

All reservations require a **credit card guarantee or check deposit equal to the arrival night's room plus 12% tax. Credit Cards will be charged by the hotel approximately 2-4 weeks prior to arrival.** Cards Accepted: American Express, VISA, MasterCard, and Discover. For secure credit card transmission, fax this form to 1.703.205.0235.

Charge the following credit card number:

Expiration Date _____ ZIP/Postal code of credit card billing address _____

Authorized Signature

Name of Cardholder

Or pay by check: **Make check payable to AAO Housing** Check # _____ (Check must be attached)