

# ASSA HOUSING INSTRUCTIONS

ALLIED SOCIAL SCIENCE ASSOCIATIONS  
2011 ANNUAL MEETINGS  
JANUARY 7-9 (Friday, Saturday & Sunday)  
DENVER, CO

DEADLINE TO MAKE RESERVATIONS  
AND TO BE LISTED  
IN THE HOTEL DIRECTORY IS  
DECEMBER 1ST

## IMPORTANT

→ You must register for the meetings before you can book a room. The five digit registration ID number is required to book a room or suite. Once registration payment is received, you will get an email confirmation, registration ID number, housing form, suite form, and link to housing. *Suites can only be reserved online.* If you register for the meetings online you will get an email confirmation within minutes, faxed registration forms take up to three days, and mailed forms take up to two weeks to process. If you do not receive a registration confirmation within this time frame email [assa@vanderbilt.edu](mailto:assa@vanderbilt.edu). It is important to make your reservation as soon as possible. Reservations are processed on a first received basis. Make copies as needed but each room or suite request must have a different registration ID number. Hotels will not accept reservations direct. See the links on the AEA website at [www.vanderbilt.edu/AEA](http://www.vanderbilt.edu/AEA) for hotel rates and suite diagrams.

## CONFIRMATIONS

→ Hotel confirmations are available by mail, fax or email. Confirmations are emailed when email addresses are provided unless otherwise indicated. Experient Housing (ASSA) will send you a confirmation after each booking, modification and/or cancellation. Review it carefully for accuracy. If you do not receive a confirmation via email, fax or mail within 14 days after sending a request, please contact Experient Housing at [assa@experient-inc.com](mailto:assa@experient-inc.com). This is the only confirmation you will receive.

## ROOM RATES/TAXES

→ To take advantage of the special ASSA Convention rates, first register, and then make your hotel reservation by December 1st. Requests received after December 1st, 2010 will be processed on a space available basis until December 16th. All rates are per room night and are subject to 14.85% state and local taxes per room, per night (subject to change).

## CREDIT CARD GUARANTEE & \$18 RESERVATION PROCESSING FEE

→ All reservations must be guaranteed by a credit card and \$18 reservation processing fee. Housing forms received without credit card information *will not be processed*. Fill out the credit card information entirely. Credit cards must be valid through January 2011. The \$18 reservation processing fee is non-refundable after December 1st. The processing fee is the cost for Experient to coordinate and manage hotel reservations and prepare the hotel directory. ASSA receives no revenue from this charge.

## MODIFICATIONS

→ Continue to make or modify your reservation through Experient Housing until December 16th. Contact your hotel directly after December 21st for necessary changes. Some hotels do not allow name changes.

## CANCELLATIONS

→ Contact Experient Housing until December 16th for cancellations. After December 21st contact the hotel directly. **Cancellation of your reservation within 72 hours of, or failure to check in on your schedule arrival date, will result in one nights room and tax on the credit card provided as a guarantee.** The \$18 processing fee is non-refundable after December 1st. Some hotels charge an early check in fee if guests want to check in before 1pm. Some hotels do not allow name changes and most hotels charge an early departure fee.

# HOTEL RESERVATION FORM—SUITES MUST BE RESERVED ONLINE

Read the housing instructions first. All reservations must be guaranteed by a credit card and \$18 processing fee.

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**DEADLINE TO MAKE RESERVATIONS  
AND TO BE LISTED IN THE HOTEL  
DIRECTORY IS DECEMBER 1ST  
(See the housing instructions before booking)**

ENTER YOUR REQUIRED ASSA REGISTRATION ID # \_\_\_\_\_ Each room request requires a different number.

Once you register you will receive an email confirmation with your five digit registration ID number.  
This number is required to book a hotel room or suite. Read the housing instructions before trying to book a room.

<b>INTERNET</b> Submit it directly using the interactive site <a href="http://www.vanderbilt.edu/AEA">http://www.vanderbilt.edu/AEA</a>	<b>FAX</b> 24 Hours 800-521-6017 International fax 847-996-5401	<b>PHONE</b> 8 a.m.—5.p.m. CST 800-974-3084 International phone 847-996-5876	<b>MAIL</b> Send completed form to: Experient Housing (ASSA) 568 Atrium Drive Vernon Hills, IL 60061-1731
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### SEND CONFIRMATION TO:

LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MI \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

FAX \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_

UNIVERSITY/AFFILIATION (if applicable) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/PROVINCE \_\_\_\_\_

ZIP/POSTAL CODE, COUNTRY \_\_\_\_\_

### ROOM REQUIREMENTS:

ARRIVAL DATE \_\_\_\_\_ DEPARTURE DATE \_\_\_\_\_

HOTEL PREFERENCE:

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_

NUMBER OF PEOPLE TO OCCUPY ROOM \_\_\_\_\_ NUMBER OF BEDS REQUESTED IN ROOM \_\_\_\_\_

LIST ALL ROOM OCCUPANTS: (List ages of children)

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_

NON-SMOKING ROOM \_\_\_\_\_ SPECIAL NEEDS \_\_\_\_\_

### CREDIT CARD GUARANTEE AND \$18 RESERVATION PROCESSING FEE:

*All reservations must be guaranteed by a credit card and \$18 reservation processing fee. Housing forms received without credit card information will not be processed. Fill out the credit card information entirely. Credit card must be valid through January 2011. Suites must be reserved online. Processing fee is non-refundable after December 1st. See housing instructions regarding cancellations.*

American Express     Mastercard     Visa     Discover

ACCOUNT NUMBER \_\_\_\_\_ Expiration Date \_\_\_\_\_ / \_\_\_\_\_

NAME OF CARD HOLDER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**PLEASE USE ONE FORM PER ROOM. MAKE COPIES AS NEEDED.**

# ASSA HOUSING INFORMATION

*Rates do not include local and state taxes of 14.85% per room per night. Taxes are subject to change without notice. To be eligible for these rates you must register for the meetings and make your hotel reservation through Experient. Internet cost are subject to change. The \$15 premium for the headquarters hotel is rebated to ASSA to help cover the cost of the meetings.*

MAP NO.	HOTEL	SINGLE	DOUBLE	TRIPLE	QUAD	SUITES <i>(See suite diagrams)</i>	CHECK IN	CHECK OUT	INTERNET COST (per day)
1	Sheraton Denver Downtown (Headquarters Hotel) 1550 Court Place, 80202	* \$110	*\$125	* \$135	* \$145	(1) Bedroom Deluxe—\$400 Executive Suite—\$180 (bed separate but no door)	3 PM	12 PM	COMP IN LOBBY & LINK
2	Burnsley Suite Hotel 1000 Grant Street, 80203	ALL SUITE PROPERTY <i>Comp shuttle to &amp; from Sheraton</i>				(1) Bedroom—\$149 King Suite—\$149 (one room)	3 PM	12 PM	COMP
3	Comfort Inn Downtown 401 17th Street, 80202	\$ 89	\$ 89	\$104	\$119	(1) Bedroom—\$149	4 PM	12 PM	COMP
4	Courtyard by Marriott Downtown 934 16th Street, 80202	\$ 95	\$105				4 PM	12 PM	COMP
5	Crowne Plaza Denver 1450 Glenarm Place, 80202	\$ 89	\$ 89	\$109	\$109	(1) Bedroom—\$149	4 PM	12 PM	COMP
6	Curtis (A Doubletree Fun Hotel) 1405 Curtis Street, 80202	\$ 95	\$ 95				3 PM	12 PM	COMP
7	Denver Marriott City Center 1701 California Street, 80202	\$ 95	\$ 95	\$109	\$125	(1) Bedroom—\$229	4 PM	12 PM	\$13.95
8	Embassy Suites Denver Downtown 1420 Stout Street, 80202	ALL SUITE PROPERTY				\$125 Single/double ocpy \$10 each additional person	3 PM	12 PM	TBD
9	Four Seasons Hotel 1111 14th Street, 80202	SUITES ONLY				(1) Bedroom—\$250 & \$450	3 PM	12 PM	BETWEEN \$10-\$16
10	Grand Hyatt Denver 1750 Welton Street, 80202	\$ 95	\$105	\$105	\$105	(1) Bedroom—\$295	3 PM	12 PM	\$9.95
11	Hampton Inn & Suites Downtown 1845 Sherman Street, 80202	\$ 95	\$ 105	\$125	\$135		3 PM	11 AM	COMP
12	Hilton Garden Inn Downtown 1400 Welton Street, 80202	\$ 95	\$ 95	\$115	\$115	King Suite—\$155 (bed semi separate but no door)	3 PM	12 PM	COMP
13	Hotel Monaco Denver (Kimpton) 1717 Champa Street, 80202	\$ 95	\$105	\$120	\$140	(1) Bedroom—\$179 & \$229 Single/double occupancy - \$20 each additional person	3 PM	12 PM	COMP
14	Hotel Teatro 1100 Fourteenth Street, 80202	\$ 95	\$105	Queen bed only		(1) Bedroom Junior—\$299	3 PM	12 PM	COMP
15	Hyatt Regency Denver 650 15th Street, 80202	\$ 95	\$ 95	(\$30 per night to upgrade to club level)		(1) Bedroom—\$250-\$400 King Suite—\$160 (one room)	3 PM	11 AM	\$9.99
16	Magnolia Hotel 818 17th Street, 80202	\$ 95	\$ 95	<i>Complimentary Hot Breakfast Buffet &amp; Happy Hour</i>		(1) Bedroom—\$160 Single/double occupancy	3 PM	11 AM	COMP
17	Residence Inn by Marriott 1725 Champa Street, 80202	ALL SUITE PROPERTY <i>Complimentary Breakfast Buffet &amp; Evening Manager's Reception</i>				(1) Bedroom & Studio—\$95 \$10 each additional person (Studio Suites are one room)	4 PM	11 AM	COMP
18	Ritz-Carlton, Denver 1881 Curtis Street, 80202	SUITES ONLY				(1) Bedroom—\$300	3 PM	12 PM	\$9.95
19	Warwick Denver Hotel 1776 Grant Street, 80203	\$ 95	\$ 95	\$115	\$135	(1) Bedroom—\$149	3 PM	12 PM	COMP
20	Westin Tabor Center, Denver 1672 Lawrence Street, 80202	\$ 95	\$105	\$120	\$140		3 PM	12 PM	\$10.67
<b>STAPLETON AREA—SHUTTLE SERVICE IS PROVIDED (7 miles from downtown)</b>									
21	Doubletree Hotel Denver 3203 Quebec Street, 80207	\$ 95	\$ 95	\$105	\$115		3 PM	12 PM	COMP
22	Red Lion Hotel (a Hilton property) 4040 Quebec Street, 80216	\$ 95	\$ 95	\$105	\$115		3 PM	12 PM	COMP