

ADAM'S MARK HOTEL DALLAS RESERVATION FORM & INFORMATION

400 North Olive St, Dallas, TX 75201

**National Academic Advising Association
October 2-5, 2003**

Reservation Information

Preferred reservation method: call toll-free (800) 444-2326. Choose option 4, group and conference reservations. Use this form as a guide to answer the questions the reservationist will ask you.

Alternate reservation method: FAX this form to 214.777.6532

You will be given a confirmation number when you call. Confirmations letters will not be mailed, but emailed confirmation letters are available upon request if you supply your email address.

Please have all information ready before you call.

Type or print neatly if faxing the form.

Name _____

Institution _____

Address _____

City _____ St/Prov _____ Zip _____

Email address: _____

Daytime Phone (_____) _____

Daytime FAX: (_____) _____

Arrival Date: ____/____/____ Departure Date ____/____/____

Total number of adults occupying your room _____

OTHER ROOM OCCUPANTS:

NAME _____

Arrival Date: ____/____/____ Departure Date ____/____/____

NAME _____

Arrival Date: ____/____/____ Departure Date ____/____/____

Identify any special access needs: _____

Daily Room Rates

Standard Deluxe Room

- \$136 Single occupancy
- \$150 Double occupancy
- \$160 Triple occupancy
- \$170 Quad occupancy

**Concorde Club Level Room

- \$161 Single occupancy
- \$175 Double occupancy
- \$185 Triple occupancy
- \$195 Quad occupancy

**Concorde Club rooms are on upper floors with access to a private lounge offering complimentary continental breakfast and evening hors d'oeuvres.

All rates subject to applicable taxes, currently 15%. Rollaway beds are \$10.00 per night, available only in rooms with King beds. Children 17 and under stay free in a parent's room. Check-in time is 3:00 p.m.; checkout time is 12:00 p.m.

Check one:

- 1 King bed
- 2 Queen beds

Check one:

- Smoking room
- Non-Smoking room



You must mention the NACADA conference to receive these special rates. The NACADA room block is reserved only until **September 7th, 2003**. NACADA's room allocation may sell out before this date.

Reservations received after this date will be accepted at the conference rate, based on availability of rooms in the hotel.

Reservations must be guaranteed with a credit card, not processed until check-in. Rooms will be held until midnight on arrival date. Reservations cancelled less than 72 hours prior to arrival date will be charged one night's lodging and tax. A \$50.00 fee will be assessed for early departure.

RESERVATION GUARANTEE:

- Am Ex
- MasterCard
- VISA
- Discover
- Diners Club

Card Number _____

Exp Date _____

Print Cardholder's Name _____

Cardholder's Signature _____



All conference sessions will be held in the conveniently located Adam's Mark Dallas hotel, situated downtown in the heart of the Arts and Financial district. The hotel is a half-block from the DART light rail line, affording easy access to dining, nightlife, and shopping.