2013 ANNUAL MEETING NEW ORLEANS

Subspecialty Day 2013 New Orleans November 15 – 16

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

HOUSING OPENS:
June 26 for Academy and AAOE Members
July 10 for Nonmembers

Official Housing Form

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 Housing Office. For all reservation inquiries, changes and cancellations, contact the AAO Housing Office by e-mail at aaohousing@expovision.com, or by phone, fax or mail.

You are not automatically registered for the 2013 Annual Meeting when you make a hotel reservation. Visit www.aao.org/2013 to register.

1 TO MAKE RESERVATIONS

Book online and check availability at www.aao.org/2013
- 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

RESERVATION DEADLINE: WEDNESDAY, OCTOBER 16.

By Fax—Complete form and fax with credit card information to:
1.703.770.3901. Note: This fax number will not accept faxes before June 26. 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 | E-mail 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. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

All room assignments will be made in the order received. If your hotel choices are unavailable, the AAO Housing 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 Housing Office directly at **1.866.774.0487** *or* **1.703.770.3908**.

6 DEPOSIT INFORMATION (Deposits are 100% refundable if cancelled by October 16, 2013)

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

All reservations require a **deposit of one night's room and tax**. Tax is currently 13% plus a $1-$3 occupancy fee; subject to change. **Credit Cards will be charged the deposit immediately at the time of booking.** Cards Accepted: American Express, VISA, MasterCard, and Discover.

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)*