



NASP 2019 ANNUAL CONVENTION

FEBRUARY 26–MARCH 1, 2019
ATLANTA, GA



Housing Deadline: Wednesday, January 30, 2019

Note: You Must Have an Active Convention Registration for Your Housing Request Form to be processed!

First Name Last Name Professional Suffix

Company or Institution Convention Registration Confirmation Number (required)

Mailing Address

City State/Province Country Zip+4 Postal Code

Daytime Telephone (Country and City Codes)/Extension Fax (Country and City Codes)

Email Address (required for confirmations)

☐ Attendee ☐ Student Attendee ☐ Session Presenter ☐ Workshop Presenter ☐ Exhibitor

OFFICIAL NASP CONVENTION HOTELS:

Hotel accommodations will be made on a first-come, first-served basis. All hotels are non-smoking. Reservation requests made directly with the hotels will not receive NASP's discounted rates. The tax per night is 16.9% and there is a \$5/night City Tax.

	Hotel	Rates
	Hyatt Regency Atlanta	\$219 single, \$229 double, double/double, triple and quad
	Marriott Marquis Atlanta	\$219 single, \$229 double & double/double, \$239 triple, \$249 quad

Arrival Date: _____ Departure Date: _____

Share With _____, _____, _____

Special Requests:

Please list special requests, if any: _____

NASP cannot guarantee bed type or special requests. Please confirm your request with the hotel upon check in. Some special requests such as a rollaway bed or crib may cost additional money.

ROOM GUARANTEE: Hotel reservations must be guaranteed by a credit card

Credit card listed below will be used for hotel guarantee:

☐ American Express ☐ MasterCard ☐ Visa ☐ Discover

☐ I would like to send a check to guarantee my hotel deposit once I receive my hotel confirmation. Check deposits for hotel room guarantee must be made out to the hotel and mailed directly to the NASP Housing Center. Please be sure to include a copy of your acknowledgement letter for proper application of funds. Please note the hotels reserve the right to cancel your hotel room if they do not receive your check guarantee a minimum of two (2) weeks prior to your arrival date.

I understand that the hotel will charge one night's room and tax deposit to the credit card on file. The hotel will keep this deposit if I cancel my reservation less than seventy-two (72) hours prior to my arrival date, or if I fail to check in on my confirmed arrival date.

Card Number Expiration Date (must be later than 03/2019)

Cardholder's Name as it appears on card (please print)

Cardholder's Signature (Required, authorizing charge)

Date

QUESTIONS? PLEASE CONTACT THE NASP HOUSING CENTER AT 1-800-811-5947

HOUSING FORMS MUST BE RECEIVED BY WEDNESDAY, JANUARY 30, 2019.

We strongly encourage you to submit your housing form early. Housing forms received after January 30, will be processed on a space-available basis and may be subject to higher rates. All reservations will be confirmed within three (3) to five (5) business days of receiving your housing form. If you have not received your housing confirmation within this time, please contact the NASP Housing Center.

CHANGE AND CANCELLATION POLICY

On or before January 30, 2019, you may cancel or make changes to your reservation in writing or online. Written requests should be sent to the NASP Housing Center and will be acknowledged with a confirmation within five (5) business days. To change or cancel your reservation online, you will need your confirmation number and the email address used to make your reservation. Online requests are acknowledged with an immediate email confirmation.

If you need to cancel your reservation(s) and fail to do so at least seventy-two (72) hours prior to your arrival date, or if you fail to check in on your confirmed arrival date, your first night's deposit plus tax will not be refunded.

4 Ways to Make a Reservation:



Internet

www.nasponline.org/convention



Phone

Domestic: 1- 800-811-5947

International: 703-449-6418



Mail

NASP Housing Center

SPARGO, Inc.

11208 Waples Mill Road, Suite 112

Fairfax, VA 22030



Fax

703-563-2715



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OR 703-449-6418 OR VIA EMAIL AT NASPHOUSING@SPARGOINC.COM.