

PRESS HOUSING REQUEST

ASTRO has a room block for media professionals. Hotel accommodations will be made on a first-come, first-served basis. If your preference is sold out, ASTRO will secure a hotel reservation at a hotel with a room rate similar to your hotel preference. Shuttle bus service is provided from official ASTRO hotels to the McCormick Place Convention Center from Saturday, September 14 through Wednesday, September 18, 2019. **Email your completed housing request form to press@astro.org.** Reservation requests made directly with the hotel will not receive ASTRO's discounted rates.

The following room rates are for a single (one bed) or double/double (two beds) room for one night and exclude taxes and additional fees. Rates may increase if more than two people share a room. Rates may change without notice. Please note that all official ASTRO hotels are non-smoking.

Your Preference (specify 1,2,3,4)	Hotel Name	Map Location	Rate	Distance from McCormick Place Convention Center
	Hyatt Regency McCormick Place (HQ)*	1	\$322	Adjacent
	Hampton Inn Chicago McCormick Place*	2	\$285	1/2 mile
	Hilton Chicago	3	\$284	2 miles
	Sheraton Grand Chicago	4	\$286	3 miles

* Indicates a walk hotel. Shuttle service is not provided.



ROOM TYPE & SPECIAL REQUESTS

Single (one bed) Rollaway bed Handicapped accessible
 Double/double (two beds) Triple/quad room Other special request: _____

Arrival date: _____ Departure date: _____

Total nights at hotel: _____ Sharing with*: _____

*Please specify name of person sharing with if selecting double/double room type above.

Most Chicago hotels comply with the ADA as required by law. Hotels will not guarantee requests; please confirm your request at check-in or email astrohousing@spargoinc.com prior to check-in for assistance.

HOTEL PAYMENT INFORMATION

All hotel reservations require a credit card to guarantee the reservation.

American Express Discover MasterCard Visa

Card Number _____ Expiration Date _____

Cardholder's Name (as it appears on card) _____

Cardholder's Signature _____ Date _____

Billing Address – Street _____

City _____ State _____ Country _____ Zip _____

Email (for confirmation) _____

CHANGE & CANCELLATION POLICY

You may cancel or make changes to your reservation in writing or online until **5:00 p.m. Eastern time on August 22, 2019**. Written requests should be sent to the ASTRO Housing Center at astrohousing@spargoinc.com and will be acknowledged by email within five business days. To change or cancel a reservation online, you will need your confirmation number and the email address that you used to make your reservation. Online requests are acknowledged with an immediate email confirmation. If you do not receive your confirmation, please contact the ASTRO Housing Center to verify that your request has been received and accepted.

Starting **August 28, 2019**, if you need to change or cancel your reservation, you must call your hotel directly. Cancellations must be made at least 72 hours prior to your scheduled arrival date, or you will be assessed a cancellation fee equivalent to one night's room and tax, charged to your credit card.

This cancellation policy will be strictly enforced. Please retain the cancellation confirmation from the ASTRO Housing Center or the cancellation number provided to you by the hotel, as this proof of cancellation will be required to resolve any credit card disputes.

HOTEL RESERVATION DISCLOSURE

By reserving a room at one of ASTRO's official hotels for the 2019 Annual Meeting, you agree to permit ASTRO and its agents, and your assigned hotel(s) to exchange your personal information for the purpose of facilitating your hotel reservation. You agree to release ASTRO and its agents, ASTRO's official hotels and their respective officers, directors, employees and agents from any liability relating to disclosure of your personal information for this purpose.