

**U.S. Conference of Mayors**  
**77<sup>th</sup> Winter Meeting**  
**Conference Registration and Hotel Reservations**  
**January 16-19, 2009**  
**Capital Hilton Hotel**  
**Washington, DC**

**WORKFORCE DEVELOPMENT COUNCIL**

**REGISTRATION FORM**

(No registrations will be processed without accompanying payment)

Name \_\_\_\_\_ Title: \_\_\_\_\_

Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Preferred Name on Badge \_\_\_\_\_

Name of Spouse \_\_\_\_\_

(There is no additional registration fee for spouses.)

Attendee(s) has special needs:       Yes       No      (If yes, USCM will contact.)

**CONFERENCE REGISTRATION INFORMATION**

(No registrations will be processed without accompanying payment)

*Registration Fees:*

	<u>MEMBER</u>	<u>NON-MEMBER</u>
<b>Early Registration Fee:</b> (Payable by December 19, 2008)	\$575	\$1025
<b>Advance/On-Site Registration Fee:</b> (Effective December 19, 2008)	\$775	\$1225

Checks or purchase orders for payment of registration fees should be made payable to: **The United States Conference of Mayors**. Refunds will be made for cancellations received in writing by December 19 (less a \$100.00 service fee). **NO REFUNDS will be made for cancellations received after December 19, 2008.**

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CREDIT CARD AUTHORIZATION: Please note by submitting your card information, you are authorizing USCM Meetings Department to use the card below to pay your registration fee.

**Please circle Credit Card Type: Visa   MC   Amex** \_\_\_\_\_

Credit Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

(USCM Only) Authorization Code \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THIS FORM WITH YOUR REGISTRATION PAYMENT TO:**

The United States Conference of Mayors  
Attention: Carol Edwards  
1620 Eye Street, NW -- Washington, DC 20006  
Telephone (202)293-7330 Fax (202)467-4276

# HOTEL RESERVATION REQUEST FORM

○ I DO NOT REQUIRE HOTEL ACCOMMODATIONS

**PLEASE NOTE:**

2009 is INAUGURAL YEAR and ALL reservations must depart on or before JANUARY 19, as USCM is not offering room reservations during the Inaugural dates of January 19 and 20, 2009.

Please reserve the following accommodations (circle room type):

<input type="checkbox"/>	<b>THE CAPITAL HILTON</b>	<u>Single/Double</u>	<u>Towers Level</u>	<u>Mini-Suite</u>
	16 <sup>th</sup> & K Streets, NW Washington, DC 20036 202/393-1000	\$299	\$334	\$439
	Headquarters Hotel			Tax: 14.5%

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Guarantee room to the following Credit Card (Check One):

Visa \_\_\_\_\_ MC \_\_\_\_\_ Amex \_\_\_\_\_ Other (Specify) \_\_\_\_\_

Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Reservation Information:**

1. Hotel accommodations *cannot be assured at the above hotel after December 19, 2008.*
2. **Do not call the hotels directly, as the hotels will accept ONLY reservations forwarded by The U.S. Conference of Mayors' office in Washington, DC.**
3. An advance guarantee equal to one night's room deposit is required by the hotel to guarantee your reservation. This guarantee must be made by major credit card (including VISA, MC, AE, Other), or by **check made payable to the hotel.** **Do not make checks payable to the U.S. Conference of Mayors.**
4. Changes in arrival and departure dates and cancellations of hotel reservations should be submitted in writing to USCM, **not the hotel.**
5. **Reservations with departure dates on or before January 19, 2009, must be cancelled 72 hours prior to arrival to avoid the first night's room charge.**
6. Check-in time is 3:00 p.m. and checkout time is 12:00 noon