

The United States Conference of Mayors
Conference Registration and Hotel Reservations
78th Annual Conference
June 11 – 15, 2010
Oklahoma City, OK

Workforce Development Council Registration

Name _____ Title: _____

Organization _____

Street Address _____

City _____ State _____ Zip _____

Telephone (_____) _____ Fax (_____) _____

*Email Address _____

(Must be completed)

Preferred Name on Badge (First Name Only) _____

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

Family Members Attending: (No fee for spouse and children under 18 years of age)

Name of Spouse/Partner _____

Name of Attending Children:

Name: _____ Age: ____ Name: _____ Age: ____

Name: _____ Age: ____ Name: _____ Age: ____

CONFERENCE REGISTRATION INFORMATION

(No registrations will be processed without accompanying payment)

Registration Fees:

	<u>MEMBER</u>	<u>NON-MEMBER</u>
Advance Registration: (Payable by May 14)	\$700	\$1400
Late/On-Site: (After May 14 and On-site)	\$900	\$1700

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 May 14 (less a \$100.00 service fee). **NO REFUNDS will be made for cancellations received after May 14, 2010.**

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

Credit Card Type: AMEX ____ MC ____ VISA ____ Other (specify) _____

Credit Card No. _____ Exp. Date _____

Signature of Cardholder _____

PLEASE RETURN THIS FORM WITH YOUR REGISTRATION PAYMENT TO:

The United States Conference of Mayors
 Attention: Carol Edwards
 1620 Eye Street, N.W. Washington, DC 20006
 Telephone (202)861-6747 --- Fax (202)467-4276

PLEASE SEE ATTACHED FOR HOTEL RESERVATION REQUEST FORM

HOTEL ACCOMMODATIONS RESERVATION REQUEST

I DO NOT REQUIRE HOTEL ACCOMMODATIONS

(Please check hotel and circle room type)

(Rates are based on single (1) person or double (2) persons occupancy)

<input type="checkbox"/> <i>The Renaissance Oklahoma City</i> 10 North Broadway Oklahoma City, OK 73102 (405) 228-8000 <i>(Headquarters Hotel)</i>	<u>Single/Double</u> \$169 <input type="checkbox"/> King Bed	<u>Club Level</u> \$189 <input type="checkbox"/> Two Double Beds	<u>One Bedroom Suite</u> \$209
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Reservations must be cancelled 48 hours prior to arrival to avoid penalty.

Taxes: 13.875%

<input type="checkbox"/> <i>The Skirvin Hilton</i> One Park Avenue Oklahoma City, OK 73102-9003 (405) 272-3040 <i>(Within Walking Distance)</i>	<u>Single/Double</u> \$179 <input type="checkbox"/> King Bed	<u>Rotunda One Bedroom Suite</u> (King Bed Only) \$279 <input type="checkbox"/> Two Double Beds
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Reservations must be cancelled 72 hours prior to arrival to avoid penalty.

Taxes: 13.875%

<input type="checkbox"/> <i>The Sheraton Oklahoma City</i> One North Broadway Oklahoma City, OK 73102 (405) 235-2780 <i>(Within Walking Distance)</i>	<u>Single/Double</u> \$159 <input type="checkbox"/> King Bed	<input type="checkbox"/> Two Double Beds
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Reservations must be cancelled 5 business days prior to arrival to avoid penalty.

Taxes: 13.875%

(A deposit equal to one night's stay shall be charged at the time the reservation is made)

Arrival Date: _____ Departure Date: _____

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

Visa _____ MC _____ AMEX _____ Other (specify): _____

Card No. _____ Exp. Date _____

Signature of Cardholder: _____

Reservation Information

1. **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.**
2. Hotel accommodations *cannot be assured at the above hotels after May 14, 2010.*
3. All reservations must be guaranteed by credit card or advanced payment. Please make **checks payable to the hotel.** Do not make checks for room deposits payable to the U.S. Conference of Mayors. Please mail hotel deposit check with registration form.
4. **Changes in arrival or departure dates and cancellation of hotel reservations must be submitted in writing to USCM, not the hotel.**
5. Check-in time is 3:00 p.m. and checkout time is 12:00 noon.