

# HOUSING RESERVATION FORM

Deadline: Wednesday, 17 July 2024

84<sup>th</sup> Annual Meeting of the Academy of Management | Chicago, Illinois, USA | 9-13 August 2024

## INSTRUCTIONS

The deadline for reservations is **Wednesday, 17 July 2024**. For best availability and immediate confirmation, make your reservations online at <http://aom.org/accommodations>. Additionally, you may fax this form to the AOM Housing Bureau at (330) 425-4983. Only completed forms will be accepted. Please use one form per reservation.

## CONFIRMATION

Once your reservation has been confirmed, you will receive a confirmation email from the AOM Housing Bureau. You will not receive confirmation from the hotel directly. If you do not receive a confirmation within two weeks, please call the AOM Housing Bureau directly at (864) 658-5334 or email [aomhousing@maritz.com](mailto:aomhousing@maritz.com).

## ROOM RATES/TAXES

To take advantage of the special meeting rates, book your reservation by **Wednesday, 17 July 2024**. After this date, rooms may only be available at higher rates. All rates/fees are per room/per night and are subject to a 17.39% sales tax. Special requests cannot be guaranteed. Hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in based on availability. Credit card information is required to hold reservations. Your card will not be charged at this time.

## CHANGES/CANCELLATIONS

All changes and cancellations to hotel reservations must be made with the AOM Housing Bureau on or before **Wednesday, 17 July 2024**. After Friday, 26 July 2024, all changes and cancellations must be made directly with your assigned hotel. If the reservation is not cancelled within 3 working days prior to arrival, this will result in forfeiture of one night's room and tax.

## ACCOMMODATIONS/QUESTIONS

For questions, including accommodations and internet, visit <http://aom.org/accommodations>. You may also contact the AOM Housing Bureau directly at (864) 658-5334 or email [aomhousing@maritz.com](mailto:aomhousing@maritz.com).

## SEND CONFIRMATION TO

AOM Member ID\*:

First Name\*:

Last Name\*:

Organization/Affiliation\*:

Phone\*:

Email\*:

Mailing Address\*:

City\*:

State/Province\*:

Zip/Postal Code\*:

Country\*:

## ACCOMMODATION INFORMATION

Arrival Date\*:

Departure Date\*:

*If preferred hotels are not available, process reservation according to:*

Lowest Rate

Location to Meeting Venues

## HOTEL PREFERENCE


Please indicate your hotel choices in order of preference. If your first choice is unavailable, a reservation will be made in the next available property:

First Choice:

Second Choice:

Third Choice:

## ROOM PREFERENCE

- Single: 1 Person, 1 Bed  
 Double: 2 People, 1 Bed  
 Dbl/Dbl: 2 People, 2 Beds  
 Triple: 3 People, 2 Beds  
 Quad: 4 People, 2 Beds  
 Suite  
 King Bed  
 ADA 

Name(s) of additional room occupants. Please note that additional charges may apply to a third or fourth person occupying the room.

Select if applicable:

Sponsor Block

Exhibitor Block

Placement Block

Student-Only Housing\*\*

## CREDIT CARD INFORMATION

Card Number\*:

Exp. Date\*:

Card Type (AMEX, Discover, MasterCard, Visa)\*:

Cardholder's Name (please print)\*:

Cardholder's Signature\*:

\*required field

\*\*AOM member ID required