

National Congress of American Indians

October 27 – November 6, 2005

Tulsa, Oklahoma

HOUSING RESERVATION FORM

Please read the reverse side of this form prior to completing and submitting it!

Please print legibly. Unless otherwise noted, an acknowledgment will be sent to the following person. The acknowledgement will be sent via e-mail, if no e-mail is available, it will be sent via fax or mail.

First & Last Name

Company Name (if applicable)

Mailing Address

City, State, Zip

Daytime Phone w/ Area Code

Fax Number w/Area Code

E-Mail Address

Complete all room information. If a roll-away is needed (there is a cost), please list under Special Requirements.

Arrival Date

Departure Date

_____ Smoking

_____ Non-Smoking

Hotel Choices (mark your first three choices, according to information on the reverse side of this form)

	Single	Double	Double/Double	Triple	Quad
Crowne Plaza Tulsa	__ \$89 1 person/1 bed	__ \$89 2 persons/1 bed	__ \$89 2 persons/2 beds	__ \$89 3 persons/2 beds	__ \$89 4 persons/2 beds
Doubletree Downtown	__ \$79 1 person/1 bed	__ \$79 2 persons/1 bed	__ \$79 2 persons/2 beds	__ \$79 3 persons/2 beds	__ \$79 4 persons/2 beds

Do NOT send cash, checks or Purchase Orders to the Housing Bureau. Room(s) must be guaranteed with a credit card by completing the information requested below. NOTE: No-shows will be charged one night's room rate.

Card Type

Card Number

Expiration Date

Special Requirements (Handicapped, etc.): _____

Print names of **all** persons in room (Do **NOT** send housing form for those listed below):

Rooms are limited and assigned on a first come, first serve basis with written requests processed first each day. Complete and return this form by September 27, 2005 via:

Fax: (918) 599-6154 or E-Mail: velelyboyd@tulsachamber.com

You may also make reservations on-line by visiting www.ncai.org, then clicking 'National Calendar', 'NCAI Events' and scroll to '62nd Annual Convention' and click. Your convention ID is 2069. Read ALL information before continuing.

You may also complete and mail this reservation form to:

NCAI Housing Bureau; Williams Center Tower II; Two West Second Street, Suite 150; Tulsa OK 74103

While we prefer you submit written request for reservations, you may also call 918/582-1230.

Telephone reservations can only be made between 1:00 p.m. – 4:00 p.m. CST, Monday - Thursday.

Complete this form and have all information ready before calling.

Reservations will **NOT** be taken from voice mail; you must speak with Velely Boyd.

Your form will be completed for you when you call; your reservation will **not** be confirmed at the time of your call.

As with other requests, an acknowledgement will be sent via e-mail, fax or mail.

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Carefully read all of the following before completing the official housing form on the reverse side; otherwise, your reservations could be delayed.

1. All reservations are based on a first-come, first serve basis with written reservations processed first each day. When your first hotel choice has reached full capacity, your second choice will be assigned, so on and so forth.
2. Those sharing a room should **not** send a duplicate copy. Please check with sharees prior to completing and returning form.
3. The Tulsa Convention Housing Bureau will handle all reservations, using this form only. Please do not duplicate requests.
4. It is requested (and highly recommended) that **all** reservations, changes and cancellations be sent to the Tulsa Convention Housing Bureau, in writing by Tuesday, September 27, 2005. Please print or type.
5. The Tulsa Convention Housing Bureau will send you an Acknowledgment once your reservation has been processed. Acknowledgements will be sent via, e-mail, fax or postal service.
6. If confirmation, from your assigned hotel, is not received within two weeks of receiving your acknowledgement, contact the hotel directly, not the housing bureau.
7. Non-Smoking rooms are assigned upon availability.
8. Reservations must be made by Tuesday, September 27, 2005, to guarantee room and special rate.
9. Current tax of 13.517% is not included in quoted prices.

Telephone Reservations – your organization is very unique in that we are accepting telephone reservations, as there is only one person who receives and processes reservations. It is highly recommended that you fax, e-mail or mail your housing form or go on-line to make reservations. If you are calling, please read the following:

- Telephone reservations can only be made Monday – Thursday, 1:00 p.m. – 4:00 p.m. CST.
- Reservations will NOT be taken from voice mails; you must speak with Velely Boyd to make your reservation.
- Complete the form on the reverse side and have all information ready to help expedite your call.
- Your form will be completed for you when you call; reservations will NOT be confirmed at the time of your call. Your acknowledgement will be sent via e-mail, if no e-mail is available, it will be sent via fax or mail.
- All reservations received via e-mail, fax or mail will be processed, on a daily basis, prior to reservations submitted via telephone.

Designated Hotels & Negotiated Room Rates:

- The Crowne Plaza Tulsa, the Host Hotel for NCAI, is an upscale full-service hotel located in downtown Tulsa (less than 5 blocks from the Convention Center), offering the Sleep Advantage Program, an indoor/outdoor pool, 24 hour fitness center, two restaurants/lounge and free parking on a limited availability basis to all registered guests. Complimentary transportation to the convention center will be provided for attendees. Please visit www.CrownePlaza.com for more details.

\$89 flat rate

- The Doubletree Downtown is a luxurious, full-service hotel renovated in 2004, connected via skybridge to the Tulsa Convention Center. In addition to our restaurant, lounge, indoor pool, health facility and complimentary parking for all registered guests, enjoy the hospitality of Tulsa's finest with our warm chocolate chip cookies and award winning service. The Doubletree Downtown was awarded the American Hotel & Motel Associations' "Community Service Hotel of the Year" in 2004. For more information, please visit www.Doubletree.com.

\$79 flat rate