AORN
Hotel Reservation Form

58th AORN Congress
Philadelphia, PA
March 19-24, 2011

DEADLINE FOR RESERVATIONS: February 21, 2011
RATES DO NOT INCLUDE LOCAL TAXES • DEPOSIT IS DUE AT THE TIME OF RESERVATION

Arrival Day/Date _____ **Departure Day/Date** _____

Name of person in room:

First Name M.I. Last Name

Name(s) of roommates: (DO NOT SUBMIT A SEPARATE REQUEST)

_____/_____
Arrival Date Departure Date

_____/_____
Arrival Date Departure Date

_____/_____
Arrival Date Departure Date

Send confirmation to:

First Name M.I. Last Name

Mailing Address (If work, please identify facility/company name)

City State Postal Code/Zip Code

Province Country

(Area Code) Home Telephone (Area Code) Work Telephone

(Area Code) Fax E-mail

Hotel Preference (Select Four)

Every effort will be made to place you at one of your preferred hotels. If your preferences are not available, AORN Housing will place you in a comparable hotel.

1. _____ 2. _____

3. _____ 4. _____

Deposit Requirements

A deposit of 1st night's room and tax is due at the time reservation is made.

☐ Check made payable to AORN/WYNDHAM JADE, and check must accompany form.

Type of credit card (check one)
☐ VISA ☐ MasterCard ☐ American Express ☐ Discover
AORN/WYNDHAM JADE is authorized to use this credit card to assess room deposit.

Credit Card Number Expiration Date

Name as it appears on credit card

_____
Signature

Room Type (Select One)

☐ Single (1 bed/1 person)
☐ Double (1 bed/2 people)
☐ Double/Double (2 beds/2 people)
☐ Triple (2 beds/3 people)
☐ Quad (2 beds/4 people)
☐ 1-Bedroom Suite (1 parlor/1 bedroom)
☐ 2-Bedroom Suite (1 parlor/2 bedrooms)

Special Requests

Special requests are subject to availability at check-in.

☐ Nonsmoking ☐ Smoking ☐ Wheelchair Accessible ☐ Concierge Upgrade (additional charge)
☐ Low Floor ☐ High Floor ☐ King Bed ☐ Two Beds

FOUR WAYS TO RESERVE YOUR ROOM	
Internet	**aorn.org/Congress** (credit cards only)
Mail	AORN/WYNDHAM JADE 6400 International Parkway, Plano, TX 75093
Fax	972-349-7715 (credit cards only)
Phone	7:00 AM to 5:30 PM MST: 888-266-7644 Outside US/Canada: 972-349-5879 (credit cards only)

Privacy Statement:
https://aornreservations.org/pdfs/PrivacyPolicy.pdf

Cancellation Policy

All hotel room cancellations can be submitted online or in writing to AORN/Wyndham Jade by email, fax, or mail. Deposits will be refunded in full if received prior to December 31, 2010. From January 1, 2011, through the deadline of February 21, 2011 all cancellations will be refunded minus a $50 processing fee. After February 21, 2011, the full deposit will be forfeited. Contact Wyndham Jade directly to cancel your reservations until March 10, 2011. After March 10, 2011 you will need to contact your hotel directly.