

CMTC 2018 Hotel Reservation Form



DoubleTree by Hilton Manchester Downtown

700 Elm Street

Manchester, NH 03101

Phone: (603) 625-1000 Fax: (603) 206-4206

Welcomes

The 2018 Christa McAuliffe Transforming, Teaching, & Technology Conference

Sunday, November 25, 2018 - Thursday, November 29, 2018

ROOM RATES:

\$114.00 single/double occupancy

Reservation Deadline: Friday, November 9, 2018

Guest Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Arrival Date _____ Departure Date _____

Credit Card Type and # _____ Exp _____

Special Requests _____

Room Request (King or Double) _____

If you are sharing a room with other individual(s), please indicate the total guest count and list their name(s): _____

In order to guarantee a room, a deposit in the amount of one night's room rate and tax or a credit card number must accompany this reservation. Cancellations may be made up until 48 hours prior to arrival. Check-in time is 3:00pm and check-out time is 12:00pm.

Mail or fax your reservation **directly** to the DoubleTree by Hilton Manchester Downtown or reserve online. Fax to (603) 206-4000 or mail to the address above. To reserve by phone, call the hotel at (603) 625-1000.

In order to receive the special conference rate, individuals must indicate that they are with the Christa McAuliffe Transforming, Teaching, Technology, & Conference.

Room requests are not guaranteed but the hotel will do their best to accommodate all requests. You will be required to guarantee for late arrival with a major credit card. Should the individual "not show" or not cancel by 6:00pm on the date of arrival, the individual's credit card will be charged, or any deposit will be applied for the first night's room revenue. All rooms guaranteed are for one night only and not for the entire length of stay.

We urge you to make your reservation no later than **November 9, 2018** to secure the conference rate of \$114.00 plus NH State Occupancy Tax, currently at 9%. There is an extra \$10.00 per person charge for each additional individual per guest room (triple/quad occupancies only).

**All reservations made after November 9, 2018 may be
subject to the hotel's prevailing rates.**