

ASSA HOUSING INSTRUCTIONS

ALLIED SOCIAL SCIENCE ASSOCIATIONS
2009 ANNUAL MEETINGS
JANUARY 3-5
SAN FRANCISCO

DEADLINE TO CANCEL A RESERVATION
WITHOUT PENALTY AND TO BE LISTED IN
THE HOTEL DIRECTORY IS NOVEMBER 21ST

IMPORTANT

→**NEW** You must register for the meetings and enter your registration ID number on the housing or suite/junior suite form. These are two separate forms. The five digit registration ID number is required to book a room or suite. Once registration payment is received, you will get an email confirmation, registration ID number, housing form, suite/junior suite form, and link to housing. Suite and Junior suite request must be faxed or mailed. If you register for the meetings online you will get an email confirmation within minutes, faxed registration forms take up to three days, and mailed forms take up to two weeks to process. If you do not receive a registration confirmation within this time frame email assa@vanderbilt.edu. It is important to make your reservation as soon as possible. Reservations are processed on a first received basis. Make copies as needed but each room or suite request must have a different registration ID number. Hotels will not accept reservations direct. See the links on the AEA website at www.vanderbilt.edu/AEA for hotel rates and suite diagrams.

CONFIRMATIONS

→Hotel confirmations are available by mail, fax or email. Confirmations are emailed when email addresses are provided unless otherwise indicated. The San Francisco Housing Bureau will send you a confirmation after each booking, modification and/or cancellation. Review it carefully for accuracy. If you do not receive a confirmation via email, fax or mail within 14 days after sending a request, please contact the San Francisco Housing Bureau. This is the only confirmation you will receive.

ROOM RATES/TAXES

→To take advantage of the special ASSA Convention rates, be sure to book your hotel reservation by November 21, 2008. Request received after November 21, 2008 will be processed on a space available basis until December 15th. All rates are per room night and are subject to 14% state and local taxes per room, per night (subject to change). Some hotels add a California State Tourism Assessment fee.

DEPOSIT

→All hotels require a deposit of \$150 per room. The deposit for a one bedroom suite is \$300 and the deposit for a two bedroom suite is \$450. Requests received without a deposit *will not be processed*. Fill out the credit card information entirely or mail a check, along with your housing form, payable to: San Francisco Housing Bureau (ASSA). Credit cards will be charged immediately. Checks must be in U.S. dollars drawn on a U.S. Bank. Wire transfers, cash, and purchase orders are not accepted.

MODIFICATIONS

→Continue to make or modify your reservation through the San Francisco Housing Bureau until December 15th. Contact your hotel directly after December 21 for necessary changes. Some hotels do not allow name changes.

CANCELS/REFUNDS

→Cancellations made on or before November 21st are refunded in full in the same method originally paid. Cancellations after November 21st and 72 hours prior to arrival, the deposit less the \$20 processing fee will be refunded. Cancellations made by December 15th will be refunded in December. Cancellations made after December 15th but prior to 72 hours will be refunded approximately 60-90 days after the convention. Hold on to your cancellation number for a minimum of three months as it will be used as verification of cancellation. Contact the San Francisco Housing Bureau until December 15th for cancellations. Contact your hotel directly after December 21. Some hotels charge an early departure fee but should notify you at check-in if this is the case. **Any cancellation made after 72 hours prior to your arrival will result in forfeiture of the entire deposit.**