

ASSA HOUSING INSTRUCTIONS

ALLIED SOCIAL SCIENCE ASSOCIATIONS
2010 ANNUAL MEETINGS
JANUARY 3-5 (Sunday, Monday & Tuesday)
ATLANTA, GA

DEADLINE TO MAKE RESERVATIONS
AND TO BE LISTED
IN THE HOTEL DIRECTORY IS
DECEMBER 1ST

IMPORTANT

→ You must register for the meetings and enter your registration ID number on the housing or 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 form, and link to housing. 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. Experient Housing (ASSA) 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 Experient Housing at assa@experient-inc.com. This is the only confirmation you will receive.

ROOM RATES/TAXES

→ To take advantage of the special ASSA Convention rates, first register, and then make your hotel reservation by December 1st. Request received after December 1st, 2009 will be processed on a space available basis until December 16th. All rates are per room night and are subject to 15% state and local taxes per room, per night (subject to change).

CREDIT CARD GUARANTEE

→ All hotels require a credit card to guarantee a reservation. Requests received without credit card information *will not be processed*. Fill out the credit card information entirely. Credit card must be valid through January 2010.

MODIFICATIONS

→ Continue to make or modify your reservation through Experient Housing until December 16th. Contact your hotel directly after December 21st for necessary changes. Some hotels do not allow name changes.

CANCELLATIONS

→ Contact Experient Housing until December 16th for cancellations. After December 21st contact the hotel directly. **Cancellation of your reservation within 72 hours of, or failure to check in on your schedule arrival date, will result in one nights room and tax on the credit card provided as a guarantee.** Some hotels charge an early check in fee if guests want to check in before 1pm. Some hotels do not allow name changes and most hotels charge an early departure fee.