

ISPE 2008 Annual Meeting Hotel Reservation Request Form

Hotel accommodations will book fast! Early registration is strongly recommended.

ON-LINE: www.ISPE.org/annualmeeting
 FAX: +1-813-264-2816
 MAIL: ISPE, 3109 W. Dr. Martin Luther King Jr. Blvd., Suite 250, Tampa, Florida, 33607 USA

In order to qualify for the discounted ISPE hotel rates, each delegate must be fully registered for the Annual Meeting as an education delegate, active committee member, speaker, or exhibitor. There are two ways to make a hotel reservation and **all hotel reservations must be made through ISPE (do not contact hotels directly):**

Option 1: On-line Reservation. Register on-line for the Annual Meeting at www.ISPE.org/annualmeeting. You will receive a confirmation page with a link to a hotel reservation page. We encourage you to complete this process immediately upon confirmation of your conference registration in order to secure a reservation since space at all hotels is limited.

Option 2: Fax or mail. Complete the meeting registration and hotel reservation forms at back of this brochure, including payment information, and return both to ISPE via fax or mail (FAX: +1-813-264-2816; MAIL: ISPE, 3109 W. Dr. Martin Luther King Jr. Blvd., Suite 250, Tampa, Florida, 33607 USA). Once your meeting registration has been completed, your room request will be submitted by ISPE to the hotel.

Once your hotel reservation has been made, you will receive an e-mail with your acknowledgement number listed, and we will advise you on the procedure for making changes to your reservation. **Please print this page for your records.**

Please do not call the hotel to verify your reservation until after the hotel cut-off date of 15 September. A confirmation e-mail will be sent by the hotel after 15 September.

Official Meeting Dates - Sunday, 26 October - Wednesday, 29 October

Name (print) _____ ISPE ID # _____

E-mail Address _____ Company _____

Please reserve one (1) room for _____ people for Arrival on _____ Departure on _____

Room Type Preferred: Handicapped Non-Smoking Smoking King Bed Double Beds Estimated Time of Arrival _____
Please notify us in writing if you have any special requirements.

Address _____

City _____ State/Province _____ Zip+4/Postcode _____ Country _____

Tel _____ Fax _____

Name(s) of person(s) sharing accommodations _____

Credit Card Type _____ Credit Card Number _____ Expiration Date _____

I authorize ISPE to charge my account for one night's deposit plus applicable taxes.

Signature _____

If you would like to pay by check, please contact ISPE Customer Service to make arrangements, tel: +1-813-960-2105, or e-mail customerservice@ispe.org.

Please understand that due to overwhelming responses, processing your reservations from ISPE into the hotel system will take a few days. Rest assured that if you have received confirmation already from ISPE, the hotel will honor your booking.

ISPE has negotiated discounted room rates at the hotels listed below, and detailed on the Hotel Accommodation Options information page in this brochure (page 31) for Annual Meeting delegates. Due to limited space at the hotels, please carefully review hotel details and select the hotel that best fits your needs. Complimentary transportation will be provided for delegates staying at Boca Raton Bridge Hotel and Boca Raton Marriott at Boca Center. **All attendees not staying at the resort hotel will have access to resort amenities at no additional charge.**

A deposit of one night is required to hold your room reservation and is non refundable after 15 September. Please complete the credit card information in full.

Resort Fee – A resort fee will be charged each night for attendees staying at Boca Raton Resort and Club. The resort fee is US\$16. This fee includes bellman gratuities, access to fitness center, high speed internet access in guestrooms and lobby, two bottled waters in guestrooms daily, 800 and local calls, shuttle busses to Mizner Park and Boca Raton Beach, daily newspaper, and coffee makers in room.

PLEASE SELECT HOTEL OF CHOICE		HOTEL RATE (Non refundable single night deposit after 15 September.)	TOTAL
Boca Raton Resort and Club ISPE 2008 Annual Meeting Headquarters Hotel <i>Four-night minimum stay required</i>	<input type="checkbox"/> 1st Choice <input type="checkbox"/> 2nd Choice <input type="checkbox"/> 3rd Choice	<input type="checkbox"/> US\$278.75 single/double (includes tax and US\$16 resort fee)	
Boca Raton Bridge Hotel <i>Two-night minimum stay required</i>	<input type="checkbox"/> 1st Choice <input type="checkbox"/> 2nd Choice <input type="checkbox"/> 3rd Choice	<input type="checkbox"/> US\$157.42 single/double (includes tax)	
Boca Raton Marriott at Boca Center	<input type="checkbox"/> 1st Choice <input type="checkbox"/> 2nd Choice <input type="checkbox"/> 3rd Choice	<input type="checkbox"/> US\$217.43 single/double (includes tax)	
Total US\$ _____			

ISPE 2008 Annual Meeting Hotel Accommodation Options

ISPE negotiated discounted room rates at the hotels listed below for Annual Meeting delegates. Due to limited space at the hotels, please review the hotel details carefully and select the hotel that best fits your needs. **Complete and submit to ISPE the Hotel Reservation Request Form on page 30 to make a reservation.** It is necessary to be fully registered for the Annual Meeting as an education delegate, active committee member, speaker, or exhibitor in order to qualify for a reservation. **One room per each registered delegate.** Questions? Call ISPE Customer Service, tel: +1-813-960-2105; e-mail: customerservice@ispe.org.

Hotel Options	Boca Raton Resort and Club	Boca Raton Bridge Hotel	Boca Raton Marriott at Boca Center
	Official ISPE 2008 Annual Meeting Headquarters Hotel 501 East Camino Real Boca Raton, Florida 33432 Tel: +1-561-447-3000; Fax: +1-561-394-3961 www.bocaresort.com	999 East Camino Real Boca Raton, Florida 33432 Tel: +1-561-368-9500; Fax: +1-561-362-0492 www.bocaratonbridgehotel.com	5150 Town Center Circle Boca Raton, Florida 33486 Tel: +1-561-392-4600; Fax: +1-561-395-8258 www.marriott.com/pbibr
Pricing	<ul style="list-style-type: none"> • US\$278.75 single/double (includes tax and US\$16 resort fee) • Additional adults \$33 per night • Children under 16 free • Maximum in room – 4 • Non refundable one night deposit of US\$278.75 if cancelled after 15 September 	<ul style="list-style-type: none"> • US\$157.42 single/double (includes tax) • No charge for additional people • Maximum in room – 4 • Non refundable one night deposit of US\$157.42 if cancelled after 15 September 	<ul style="list-style-type: none"> • US\$217.43 single/double (includes tax) • No charge for additional people • Maximum in room – 4 • Non refundable one night deposit of US\$217.43 if cancelled after 15 September
Hotel Information	<ul style="list-style-type: none"> • 4 night minimum stay required • Check in: 16.00 • Check out: 11.00 	<ul style="list-style-type: none"> • 2 night minimum stay required • Check in: 15.00 • Check out: 12.00 	<ul style="list-style-type: none"> • No minimum stay • Check in: 15.00 • Check out: 12.00
Amenities	<ul style="list-style-type: none"> • Resort fee of US\$16 includes bellman gratuities, access to fitness center, high speed Internet access in guest rooms and lobby, two bottled waters in guestrooms daily, 800 and local calls, shuttle bus, daily newspaper, and coffee makers in room • On-site spa, golf, tennis, and shopping • Four pools • Shuttle to beach 	<ul style="list-style-type: none"> • Complimentary internet throughout the hotel • Walk to the beach • Fitness center with sauna • Pool • Includes Boca Resort amenities • All rooms with balconies and views of Atlantic or Intercoastal Waterway) 	<ul style="list-style-type: none"> • Complimentary internet in lobby • Internet in hotel rooms at US\$9.95 for 12 hours • Business center • Fitness center • Pool and hot tub • Includes Boca Resort amenities
Cancellation/Shortened Stay	<ul style="list-style-type: none"> • Cancel 14 days prior to check in or guests will be charged for their full stay • Guests will be charged a four-night minimum if they shorten stay • One night deposit is non refundable after 15 September 	<ul style="list-style-type: none"> • Cancel 30 days prior to check in or guests will be charged for their full stay • One night deposit is non refundable after 15 September 	<ul style="list-style-type: none"> • Cancel 72 hours prior to check in or guests will be charged for their full stay • One night deposit is non refundable after 15 September
Transportation (from Ft. Lauderdale or Palm Beach Intl. Airports)	<ul style="list-style-type: none"> • 24 miles/39 kilometers • Taxi approximately US\$75 • Shuttle details on page 28 	<ul style="list-style-type: none"> • 24 miles/39 kilometers • Taxi approximately US\$75 • Shuttle details on page 28 	<ul style="list-style-type: none"> • 25 miles/40 kilometers • Taxi approximately US\$75 • Shuttle details on page 28
Parking	<ul style="list-style-type: none"> • US\$26 overnight (unlimited in/out access) • US\$9 day time only (no in/out access) 	<ul style="list-style-type: none"> • US\$10 overnight with complimentary use of valet 	<ul style="list-style-type: none"> • Complimentary self parking • US\$10 for valet
Area	<ul style="list-style-type: none"> • Headquarters hotel • Complimentary shuttle to Mizner Park daily 	<ul style="list-style-type: none"> • Walk to the beach • 10-minute walk to headquarters hotel (complimentary shuttle also) 	<ul style="list-style-type: none"> • Nearby shopping and restaurants • Nightlife • Nearby spa • Complimentary shuttle to headquarters hotel • 10-minute drive to Boca Raton Resort and Club
Restaurants	Old Homestead, Cielo, Lucca, Bar Luna, Mizner's, and Monkey Bar	Watercolors Restaurant and Bar and Carmen's at the Top of the Bridge	Absinthe, on-site. Nearby: Big City Tavern, Cucina D' Angelo, Cheesecake Factory, Morton's, Opus 5, Uncle Tai's, and Sushi Ray