

CRS Hotel Reservation Form

Reservation Deadline June 6, 2010

**37th Annual Meeting & Exposition of the
Controlled Release Society
July 10-14, 2010 • Oregon Convention Center
Portland, Oregon, U.S.A.**

Reserve online: <http://controlledreleasesociety.org/meeting>

Complete all sections of this form, including credit card information, and fax/mail completed reservation form to:

CRS/Travel Portland Housing Bureau
1000 SW Broadway, Suite 2300
Portland, OR 97205

Fax: +1.503.275.9782

Questions: housing@travelportland.com

Tel: +1.503.275.9293 (International Toll)

Toll-free: +1.877.678.5263, Ext., 2 (U.S. only)

Deadlines / Booking / Cancellation Policies

The deadline for booking hotel rooms at CRS discounted rates is June 6, 2010. Discounted rates cannot be guaranteed after this date. A credit card, valid through the dates of the meeting, and e-mail address are required to confirm your hotel reservation. Your credit card will not be charged unless (a) you cancel your reservation after June 6, 2010 (\$25 U.S. processing fee will be charged), (b) you do not arrive on the date you confirmed (one night's room and tax charged by the hotel), or (c) you cancel your reservation within 72 hours prior to check-in (one night's room and tax charged by the hotel). Fees will be charged to the credit card on the form. Check cancellations will incur a U.S. \$50.00 processing fee and applicable hotel cancellation fees. Before July 1, 2010, please make reservation changes/cancellations online at www.controlledreleasesociety.org or contact CRS/Travel Portland Housing Bureau. On July 2, 2010, reservation changes/cancellations should be made direct with your assigned hotel. Do not contact the hotels until July 2, 2010, as they will not have your reservation information.

Using black ink, print clearly enough to ensure the name on your reservation is processed correctly.

First Name _____

Last/Surname _____

Company Name _____

Mailing Address _____

City _____

State/Province _____

Zip/Postal Code _____

Country _____

Daytime Telephone _____

Facsimile _____

E-mail _____

CRS Hotels

To assist CRS in keeping annual meeting registration fees affordable and meeting expenses low, attendees are asked to book with these CRS-contracted hotels. CRS selected these full-service hotels for their favorable rates and close proximity to the MAX Light Rail, Oregon Convention Center, CRS event venues: Portland Art Museum and BridgePort Brewing Company, as well as area restaurants and attractions.

Selecting Your Hotel and Room Type

Both hotels are 100% non-smoking. Tax is 12.5% and is not included in the room rate. CRS discounted rates apply 3 days pre- and post-annual meeting dates, based on availability.

- Select your hotel in order of preference (1 and 2).
- Indicate the room type by entering the number of guest rooms you wish to reserve (1, 2, etc.).
- List all persons staying in the room.
- Use one form for each room requested—make copies as needed.

A maximum of six (6) guest rooms may be booked for any hotel/room type. Every effort will be made to accommodate your requests. Reservations are processed on a first-come-first-served basis. Book early to ensure availability of hotel and room type. If your preferred hotel is fully booked, you will be booked into your second hotel choice. Please contact CRS Meeting Manager Leah Barna at lbarna@scisoc.org if you need to book more than (six) 6 guest rooms or wish to book a suite in either hotel. You will receive and e-mail acknowledgement of your hotel reservation.

Hilton Portland & Executive Tower (Headquarter Hotel)

Preference _____

Arrival Day and Date _____/_____/_____

Departure Day and Date _____/_____/_____

_____ Single/Double – \$182 (1 to 2 persons – One King or Two Queen Beds)

_____ Triple/Quad – \$192 (up to 4 persons – Two Queen Beds)

List Occupant's Names _____/_____

_____/_____

Doubletree Hotel Portland

Preference _____

Arrival Day and Date _____/_____/_____

Departure Day and Date _____/_____/_____

Standard Room (1 to 4 persons – One Queen or Two Queen Beds)

_____ Single/Double – \$169

_____ Triple – \$184

_____ Quad – \$199

Premium Room (1 to 3 persons – One King Bed and One Sofa Bed)

_____ Single/Double – \$189

_____ Triple – \$204

List Occupant's Names _____/_____

_____/_____

Credit Card Information (required to process reservation)

Your credit card will not be charged unless you do not check-in on the date you specify.

Charge: VISA American Express MasterCard

Card No. _____

Expiration Date ____/____/____

Cardholder Name (please print) _____

Cardholder Signature _____

Check Enclosed (mail only) U.S. Funds only drawn on a U.S. Bank

Guarantee of Payment

A credit card, valid through the dates of the meeting, is required to process/confirm your hotel reservation. If you do not have a credit card, check deposits in the amount of U.S. \$225 (per room requested) will be accepted via mail only. The deposit will be applied to your hotel reservation(s). Make check payments payable to: *Travel Portland Housing* and mail to CRS/Travel Portland Housing, 1000 S.W. Broadway, Suite 2300, Portland, OR 97205 U.S.A. Please call the housing bureau direct if you need to process a wire transfer.