



# 21<sup>st</sup> Annual Systems & Software Technology Conference 2009

April 20-23, 2009  
Salt Lake City, Utah

## INSTRUCTIONS

Reservations can be made in one of the following ways:

### INTERNET (recommended):

[www.sstc-online.org](http://www.sstc-online.org)

### TELEPHONE:

Toll free (US): 888-665-1367

International: 801-505-5258

### FAX:

801-355-8019

### MAIL:

The Housing Connection  
175 S. West Temple, Suite 140  
Salt Lake City, UT 84101

## DEADLINE

Reservations must be made by phone, fax, mail or internet by **March 30, 2009** in order to guarantee convention rates.

## CONFIRMATIONS

The Housing Connection will send you a confirmation of your reservation. Please review all information for accuracy. E-mail confirmations will be sent if an e-mail address is provided (preferred), or they can be faxed or mailed. If you do not receive a confirmation or have questions, please call The Housing Connection. **You will not receive a confirmation from the hotel.**

## TAX RATE, FEES and REQUESTS

All rates are per room and subject to the current 12.7% tax. Special requests can not be guaranteed, however hotels will do their best to honor all requests. Hotels will assign specific rooms upon check-in, based on availability.

## ROOM DEPOSIT REQUIRED TO SECURE RESERVATION:

Reservations will not be accepted without a Room Deposit of one night's room rental plus tax for each room reserved. Tax is subject to change. Room Deposits will be accepted in the form of money order; a check made payable to: The Housing Connection, 175 S. West Temple, Suite 140, Salt Lake City, UT 84101; or a valid credit card guarantee with signature authorizing the credit card to be charged for the Room Deposit. If the charge to the credit card is denied, we reserve the right to release your reservation

## CANCELLATION POLICY

Cancellation Policy: Cancellations after March 30, 2009 and prior to 72 hours before arrival date will be subject to a \$25 cancellation fee. One night's room and tax will be forfeited entirely if cancellation occurs within 72 hours of arrival.

All guests will be required to provide a credit card at check-in and in addition to the room rate will be charged for any incidentals incurred.

## GUEST INFORMATION

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Group Name \_\_\_\_\_

Address \_\_\_\_\_

Address 2 \_\_\_\_\_

City/State/Province \_\_\_\_\_

Zip/Postal Code, Country \_\_\_\_\_

## HOTEL SELECTION

Hotel	Preference*	Single	Double	Triple	Quad
Hilton Salt Lake City Center		\$149	\$149	\$149	\$149
Marriott Downtown		\$159	\$159	\$159	\$159
Shilo Inn		\$129	\$129	\$129	\$129

\*Please list hotels in order of preference (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) above.

**Government per diem**- rates are quoted based on current GSA per diem guidance and are subject to change to the prevailing rates determined by the GSA. Limited number of rooms are available at the government per diem rate. Government per diem rates are reserved for government travelers on official government business; qualifying government ID is required at check-in and are subject to the individual hotel's government per diem policy. Please contact your hotel prior to arrival if you are unsure of your qualification.

Room Type Requested: \_\_\_\_\_ One Bed \_\_\_\_\_ Two Beds

Submit only one room request per form. Should additional forms be needed, please make copies.

If requested hotels are unavailable, a reservation will be made at the next available hotel. Please select criteria:

Comparable room rate

Proximity to conference site

List all room occupants:

\_\_\_\_\_

\_\_\_\_\_



Check here if you have a disability requiring special services



Non smoking request

Special requests: \_\_\_\_\_

## DEPOSIT INFORMATION

All reservations requests must be accompanied by a credit card guarantee or check for one night's deposit. Housing Forms received without a valid guarantee/deposit will not be processed. Faxed requests must include a valid credit card. Check deposits must be mailed with a completed housing form.

Visa

Discover

Diner's Club

MasterCard

American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Cardholder's Signature\* \_\_\_\_\_

\*I hereby authorize The Housing Connection or any one of the participating hotels, to process a charge to my credit card for each Room Deposit in accordance with the policies and information provided herein no sooner than March 30, 2009.

One night's deposit in the form of money order or check made payable to The Housing Connection enclosed. Mail housing forms to: The Housing Connection, 175 South West Temple, Suite 140, Salt Lake City, UT 84101.