

44TH ACADEMY ANNUAL MEETING & SCIENTIFIC SYMPOSIUM



FEBRUARY 14 – 17, 2018

Hyatt Regency New Orleans
New Orleans, Louisiana



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Exhibitor Sub-Block Request Form

Please complete this form to create a sub block of hotel rooms for your company or group.

Questions? Email: asuriani@oandp.org

Exhibiting Company/Group Name: _____

Primary Contact: _____ Title: _____

Email Address: _____ Phone: _____ Fax: _____

Address: _____ City: _____ State/Province: _____

Zip Code/Postal Code: _____ Country (if other than USA): _____

ROOM BLOCK: Please indicate below the number of rooms you would like to hold for each night. A confirmation with booking instructions will be sent via email.

Sun, 2-11	Mon, 2-12	Tue, 2/13	Wed, 2/14	Thu, 2/15	Fri, 2/16	Sat, 2/17

IMPORTANT DEADLINES AND INFORMATION

ROOM RATES: To take advantage of special conference rates for the AAOP 44th Annual Meeting and Scientific Symposium, finalize your block with individual guest names by January 18, 2018. Effective January 19, 2018 the Hyatt New Orleans will release unused rooms in your block for general sale.

RESERVATIONS: Once your block has been approved, you will receive an email confirmation with booking instructions on how to make your individual guest reservations. Reservations must be made by January 19, 2018.

MODIFICATIONS/CANCELLATIONS/REFUNDS: The last day to cancel rooms without penalty is January 18, 2018. Effective January 19, 2018 a \$30 per room processing fee will apply for cancellations. Additionally, the hotel will charge one night's room and tax for rooms that are cancelled from January 20 – February 14, 2018 and charge for all nights beginning on February 15, 2018.

DEPOSIT PAYMENT INFORMATION: A credit card is needed to guarantee your room block and reservations. This card will not be charged at the time of making reservations. It may be charged one night's room and tax for EACH reservation as early as January 9, 2018.

AMERICAN ACADEMY OF ORTHOTISTS AND PROSTHETISTS

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