AMERICAN ACADEMY OF OPHTHALMOLOGY®
Protecting Sight. Empowering Lives.

AAO 2018 & Subspecialty Day Official Hotel Reservation Form

HOTEL RESERVATIONS OPEN:
June 13 for Academy and AAOE Members
June 27 for Nonmembers

Please do not complete this form if you plan to book your reservation online.

ADDITIONAL INFORMATION All reservations will be confirmed via e-mail, fax or mail within 72 hours. If you don't receive your confirmation within one week, please contact the AAO Hotel Reservation Office. For all reservation inquiries, changes and cancellations, contact the AAO 2018 Hotel Reservation Office by email at aaohotels@expovision.com, or by phone, fax or mail.

You are not automatically registered for AAO 2018 when you make a hotel reservation. Visit aao.org/2018 to register.

1 TO MAKE RESERVATIONS

Book online and check availability at aao.org/2018
- This is the most efficient way to make a reservation, with immediate confirmation provided.

By Mail—Complete form and send with check or credit card information to:
AAO Hotel Reservations c/o Expovision
3141 Fairview Park Drive, Suite 550
Falls Church, VA 22042, USA

INDIVIDUAL RESERVATION DEADLINE: WEDNESDAY, SEPTEMBER 26.

By Fax—Complete form and fax with credit card information to:
1.703.205.0235. Note: This fax number will not accept faxes before June 13. Receipt of faxes cannot be confirmed by phone.

By Phone—Please have completed form and credit card information before calling.
Toll Free: 1.866.774.0487 (from within U.S. and Canada)
Phone: 1.703.770.3908

2 CONTACT INFORMATION

Contact Name

Address

City | State/Province | ZIP/Postal Code

Country | Email Address

Telephone Number | Fax Number

3 RESERVATION INFORMATION

☐ **Academy Member** ☐ **AAOE Member** **Academy ID#** ☐☐☐☐☐☐☐☐ ☐ **Nonmember**

Name of Occupant | Share With

Arrival Date | **Departure Date**

4 HOTEL PREFERENCE

1. _____ 3. _____

2. _____ 4. _____

All room assignments will be made in the order received. If your hotel choices are unavailable, the AAO Hotel Reservation Office will contact you before an assignment is made.

5 ACCOMMODATIONS REQUESTED

☐ **Single** (1 Bed/1 Person) ☐ **Double** (1 Bed/2 People) ☐ **Double/Double** (2 Beds/2 People)

☐ _____

Additional information *(hotel loyalty number, non-smoking room, etc.)* _____

Please note that room types and special requests, including smoking preferences, are subject to availability and cannot be guaranteed.
For suite reservations, contact the AAO Hotel Reservation Office directly at **1.866.774.0487** *or* **1.703.770.3908**.

6 DEPOSIT INFORMATION (Deposits are 100% refundable if cancelled by September 26, 2018.)

☐ Check if you plan to provide individual credit cards when guests names are submitted.

All reservations require a **deposit of one night's room and tax**. Tax is currently 17.4%; subject to change. **Credit Cards will be charged the deposit immediately at the time of booking.** Cards Accepted: American Express, VISA, MasterCard, and Discover. **For secure credit card transmission, fax this form to 1.703.205.0235.**

Charge the following credit card number: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Expiration Date | ZIP/Postal code of credit card billing address

Authorized Signature | Name of Cardholder

Or pay by check: **Make check payable to AAO Hotel Reservations** Check # _____ *(Check must be attached)*