

Hotel reservations open:
June 12 for Academy and AAOE Members
June 26 for Nonmembers

Please do not complete
this form if you plan to book your reservation online.
Individual reservation deadline: Wednesday, September 11.

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 2019 Hotel Reservation Office by email at aaohotels@expovision.com, or by phone, fax or mail.

You are not automatically registered for AAO 2019 when you make a hotel reservation. Visit aao.org/2019 to register.

1 To Make Reservations

• Book online and check availability at aao.org/2019

This is the most efficient way to make a reservation, with immediate confirmation provided.

• 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

• By Fax—Complete form and fax to:

1.703.205.0235. Note: This fax number will not accept faxes before June 12. Receipt of faxes cannot be confirmed by phone.

• By Mail—Complete form and send with check to:

AAO Hotel Reservations c/o Expovision
3141 Fairview Park Drive, Suite 550
Falls Church, VA 22042, USA

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#

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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)

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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 11, 2019.)

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 16.25-16.75%; subject to change. **Credit Cards will be charged the deposit immediately at the time of booking.** Cards Accepted: American Express, VISA, MasterCard, and Discover. Reservations will not be held without a deposit. **The Hotel Reservation Office will call you to obtain credit card information for the deposit. Please provide the best daytime phone number to reach you.**

Contact Name

Daytime Phone Number

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