

For best availability and immediate confirmation, make your reservation *via Internet*. Faxed & Mailed housing requests will take longer to process and choice hotels may not be available.

**Internet Reservations:**  
www.youthspecialties.com

**Faxed Reservations:**  
412.644.5512

**Mailed Reservations:**  
VisitPittsburgh Housing  
Regional Enterprise Tower  
425 Sixth Ave., 30<sup>th</sup> Floor  
Pittsburgh, PA 15219-1834

**Housing Questions:**  
Call 412.281.0482 x.4007  
(M-F between 12-4pm EST)  
Email [housing@visitpittsburgh.com](mailto:housing@visitpittsburgh.com)

**Acknowledgements**  
The VisitPittsburgh Housing Bureau will send you an acknowledgement number for your reservations. Please review all information for accuracy. Email acknowledgements will be sent as soon as reservation is processed. Note: You may not receive a separate confirmation from your hotel.

**Room Rates/ Taxes/ Deadline**  
To take advantage of the special Youth Specialties rates, please book your reservation by October 7, 2008. After this date, Youth Specialties room blocks will be released and hotels may charge higher rates. All rates are per room/per night and are subject to a 14% tax (subject to change). Special requests cannot be guaranteed; however, hotels will do their best to honor all special requests. Hotels will assign specific room types upon check-in, based on availability.

**Guarantee**  
A valid credit card number is required to guarantee your reservation. If you do not provide a credit card number, you must submit a check in the amount of one night's stay plus tax with this hotel form. Please make check ~~s~~-payable to "VisitPittsburgh".

**Changes/Cancellations**  
Continue to use Youth Specialties Housing Bureau for changes and cancellations through October 14, 2008. Beginning October 15, 2008, changes and cancellations must be directed to your confirmed hotel. All cancellations must be received within 72 hours prior to noon of your arrival or your confirmed hotel will assess one night's room/tax.

# HOTEL RESERVATION FORM

## NATIONAL YOUTH WORKERS CONVENTION

### Pittsburgh David L. Lawrence Convention Center

October 30 – November 3, 2008

**RESERVATION WILL NOT BE PROCESSED IF FORM IS INCOMPLETE.** Telephone requests are not accepted. Keep a copy of form for your records. DO NOT MAIL AFTER FAXING. Acknowledgements are emailed or auto-faxed to the person requesting the room.

**Select Hotels:** Please rank hotels in order of preference. Rooms are assigned first come/first served. If choices are not available, a room will be secured at a hotel based on your preference of rate or proximity, and availability. Please see room type descriptions below.

If hotel choices are sold out, which is more important?  Room Rate  Proximity

Please denote preference by ranking your choices:

- \_\_\_ Courtyard by Marriott Downtown: Single/Double \$135
- \_\_\_ Doubletree Hotel & Suites Pittsburgh City Center: Single/Married \$119, Double/Triple/Quad \$135
- \_\_\_ Marriott City Center: Single/Married \$110, Double/Triple/Quad: \$125
- \_\_\_ Omni William Penn: One bed: \$119, Two beds: \$139
- \_\_\_ Westin Convention Center: Single/Married \$120, Double/Triple/Quad \$134

**Person Requesting Room** (please print):

\_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Street Address or P.O. Box Number

\_\_\_\_\_  
City State Country Zip Code

\_\_\_\_\_  
Email Address (REQUIRED to receive acknowledgement)

\_\_\_\_\_  
Phone Number Fax Number

**Occupant Names** (ONLY one application per room):

\_\_\_\_\_  
First Name Last Name First Name Last Name

\_\_\_\_\_  
First Name Last Name First Name Last Name

**Arrival Date:** \_\_\_\_\_ **Departure Date** \_\_\_\_\_

Requests for more than 2 days pre/post-convention may not be available through the Housing Bureau. Acknowledgements will advise you to call the hotel directly for additional room nights (not always available at convention rates).

**Room Type:** The Housing Bureau will request room type, hotel will confirm if available at check-in.

Check one:

- SINGLE (1 room- 1-2 ppl- 1 bed)  MARRIED (1room- 2 ppl- 1 bed)
- DBL/DBL (1room- 2 ppl- 2 beds)  TRIPLE (1 room- 3 ppl- 2 beds)
- QUAD (1 room- 4 ppl- 2 beds)

**Room Guarantee:** All rooms must be guaranteed with a credit card or check (payable to "VisitPittsburgh") for one night's deposit.

\_\_\_\_\_  
Type of Card Credit Card Number Expiration Date

\_\_\_\_\_  
Name as it appears on Card

\_\_\_\_\_  
Phone Number for Cardholder

\_\_\_\_\_  
Cardholder Address (street, city, state, zip)

**Special Requests:**  Smoking  Non-Smoking  Handicap Accessible

**HOUSING FORM MUST BE RECEIVED BY OCTOBER 7, 2008**