



STUDENT HOUSING RESERVATION FORM

INSTRUCTIONS: Print this form, fill it out and fax with your payment info (if paying by credit card) or mail (*if paying by check*).

Submission Deadline: May 25, 2012

Housing requests will be accepted for the dates June 17, 2012 through June 22, 2012. Upon receipt of the following 3 items:

- Completed application
- Copy of your student identification
- Payment in full

A confirmation letter and receipt will be emailed to you within 2 weeks following the processing of your request. You are advised to bring a copy of your confirmation letter with you when you check-in at Anderson Hall. Each guest will receive a blue "guest card" for building access and one (1) room key; replacement costs are US \$25.00 and US \$95.00 respectively. *If you incur problems at check-in, contact the onsite "Campus Host" or "Conference Manager" on call. In addition, you should also notify ACS GCI staff immediately at (202) 577-7239.*

Campus Housing Location

American University
(Centennial Hall)
4400 Wisconsin Avenue, NW
Washington, DC 20016-2142

Please complete all fields

First Name: _____ Last Name: _____ MI: ____ Gender: (M) ____ (F) ____

Address: _____ City: _____ State: ____ Zip: _____

E-mail Address: _____ Mobile Telephone: () _____

Emergency Contact (name) _____ Telephone () _____

Name of School: _____

SELECT YOUR ROOM OPTIONS (check one):

_____ Single Room: \$100.00 (per person per night)

___ Double Room: \$75.00 (per person per night). See special options below (choose ONE).

1. ___ I want to share a room with (Name of requested roommate): _____
2. ___ I would like to be paired with someone of the same gender to share a room.

STATE YOUR HOUSING DATES:

Check-In Date: 06/___/2012 Check-Out Date: 06/___/2012 Total # of Nights: ___

Total Due: \$ _____

PLEASE SELECT YOUR METHOD OF PAYMENT:

VISA:___ AMEX:___ MasterCard___ Personal Check*___ (see below)

Cardholder's First Name: _____ Last Name: _____

Credit Card Number: _____ Expiration Date: ___/___

Signature (**required**): _____

NOTE: Your completed form should be faxed to +1 (614) 447-3671.

___ I request electronic confirmation of receipt of my housing application (**optional**)

Upon receipt of your payment, you will receive a written confirmation and receipt. Detailed housing information will be forwarded to you as we get closer to the conference date.

***STUDENT HOUSING PAYMENTS via personal check**

Please remit the amount due to:
16th Annual Green Chemistry & Engineering Conference
ATTN: Student Housing
P. O. Box 3337
Columbus, OH 43210-3337
FAX: +1 (614) 447-3671

Your check should be made payable to "American Chemical Society."

For all housing request inquires, contact the American Chemical Society at
Toll Free: (800) 333-9511 • Local: +1 (614) 447-3776 • Email: greenchem2012@acs.org

CANCELLATION POLICY: Total payment must be submitted with your student housing reservation form and received by the deadline of May 25, 2012. Cancellations received by the stated cancellation deadline will receive a total refund. Cancellations after May 25, 2012 or no-shows are ineligible for refund.