

**Group Housing Request Form**

All reservations must be received by the MDS International Congress Housing Bureau by April 3, 2017. If you are reserving fewer than 6 rooms please complete the [Individual Housing Request Form](#). Complete all sections on both pages of this form before submitting. The Housing Bureau will not process any incomplete forms.

**This form must be faxed to +1 (514) 360-1049 or submitted online through the MDS International Congress Group Registration site. Forms will not be accepted by e-mail.**

**1. Contact Information**

Contact's Last Name : \_\_\_\_\_ Contact's First Name : \_\_\_\_\_

Company /Institution: \_\_\_\_\_

Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**2. Room Requirements**

Please indicate the number of rooms needed per night

	THURSDAY JUNE 1	FRIDAY JUNE 2	SATURDAY JUNE 3	SUNDAY JUNE 4	MONDAY JUNE 5	TUESDAY JUNE 6	WEDNESDAY JUNE 7	THURSDAY JUNE 8	FRIDAY JUNE 9
King Bed									
2 Doubles									
Total									

**3. Hotel Options – Please rank in order of preference (1-6)**

\_\_\_\_\_ Vancouver Marriott Pinnacle Downtown \$259 CAD + tax per night. Meals not included  
 \_\_\_\_\_ Pinnacle Hotel Vancouver Harbourfront \$259 CAD + tax per night. Meals not included  
 \_\_\_\_\_ Westin Bayshore – Traditional Room \$259 CAD + tax per night. Meals not included

\_\_\_\_\_ Westin Bayshore – Deluxe Room \$279 CAD + tax per night. Meals not included  
 \_\_\_\_\_ Pan Pacific Vancouver – Deluxe Room \$270 CAD + tax per night. Meals not included  
 \_\_\_\_\_ Pan Pacific Vancouver – Deluxe Harbour Room \$299 CAD + tax per night. Meals not included

**4. Payment/Authorization**

A credit card guarantee is required to process group requests. Cards must be valid through June 2017. Please complete the information below; your signature is required to process this [Group Housing Request Form](#).

(Choose one)

☐ VISA ☐ Master Card ☐ AMEX

Card Number

Expiration date

Billing Address

Name of Cardholder (please print)

Signature required, authorizing charge for cancellation and acknowledging Policies (see page 2)

PLEASE BE SURE TO COMPLETE ALL FOUR SECTIONS OF THIS FORM AND SIGNED HOUSING AGREEMENT BEFORE SUBMITTING

Tel: + 1 (514) 847-0512/ Fax: +1 (514) 360-1049

Questions? E-mail: [GroupHousing@Showcare.com](mailto:GroupHousing@Showcare.com)

## Group Housing Policies

### Housing Information and Instructions

- A dedicated Group Housing Concierge has been assigned to assist MDS International Congress groups with block requests and book group reservations. Please contact the group concierge at the e-mail address or phone number indicated below for assistance with group reservations. Do not contact the hotels directly.
- All group requests received will be assigned on a first come, first serve basis. Please indicate a second, third and fourth choice hotel in section 3 of the form. If your preferred hotel is sold out, your group will be assigned one of your alternate choices.
- All hotel rates are room only and do not include taxes. Breakfast is not included with the room rate.
- Each group request requires a valid credit card number as guarantee. Credit cards will not be charged a deposit and will only be charged by the housing bureau if cancellation fees apply. Please see cancellation policy below.
- Wire transfer and check guarantees will not be accepted to hold reservations. Please notify the housing bureau before May 12<sup>th</sup> if you would like to pay by wire transfer. If wire transfer arrangements have not been made by May 12<sup>th</sup>, the credit card on file will be charged full stay prior to check-in. Groups may submit wire transfer payment for reservations directly to the hotels after May 12, 2017. Please contact the housing bureau for wire transfer information.
- A letter of confirmation will be sent by e-mail to the group contact upon receipt of completed form.
- **Rooming lists must be submitted to the housing bureau by April 3, 2017, 17:00 EST.** After April 3, any rooms without names will be automatically cancelled by the housing bureau and the group will be charged one night room and tax cancellation fee for every unused room.
- **This form must be faxed to +1 (514) 360-1049 or submitted online through the MDS International Congress Group Registration site. Forms will not be accepted by e-mail.**
- **All individuals listed on the rooming list must register for the MDS International Congress.** Registrations must be submitted online with the group rooming list using the Group Registration Form. Each group may reserve up to 2 rooms for group organizers. If additional organizer rooms are required, please contact the group housing concierge.
- All reservation changes and cancellations must be made in writing directly to the Housing Bureau through **May 12, 2017, 12:00 Eastern Time.** After May 12, please contact your hotel directly to make changes.
- Only the main contact person indicated in section 1 of the group form is authorized to manage the group block and book reservations for the group members.

### Cancellation Policy

Due to hotel policies, associations are now held financially responsible for hotel rooms reserved but not actually occupied. To save the MDS International Congress from penalty fees, it is imperative that groups reserve hotel rooms realistically and cancel with as much notice as possible.

- Any reduction to the room block or cancellation of rooms before the April 3, 2017 deadline will be charged a one night room and tax penalty.
- Changes in arrival and departure dates will be accepted at no charge until April 3, 2017. Changes in arrival and departure dates after April 3 will be charged one night room and tax for each night cancelled. Substitutions will be accepted at no charge.
- Any cancellation of rooms after May 12, 2017, 12:00 Eastern Time will be charged a full stay penalty.
- All registration cancellations will automatically result in cancellation of the individual hotel reservation. Substitutions will be accepted if received at the time of cancellation. Cancelled rooms cannot be reinstated.

**On behalf of the Group, I have read and agree to abide by the terms as stated in the above Housing Instructions and Cancellation Policy.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Return Forms and Credit Card Guarantee to: MDS International Congress 2017 Housing Bureau  
c/o Showcare Event Solutions  
1200 G Street, NW, Suite 800  
Washington, DC 20005**

Tel: +1 (514) 847-0512/ Fax: +1 (514) 360-1049  
Questions? E-mail: [GroupHousing@Showcare.com](mailto:GroupHousing@Showcare.com)