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**ROOM BLOCK REQUEST FORM**

**Please note, this form has been prepared as a courtesy template only. Hotels may have prepared their own forms for sub-block requests. Please contact the Group Coordinator at your preferred hotel for instructions on creating sub-blocks.**

**Timetable:**

 Tuesday, June 18, 9:00 am (DC time) Delegations can begin making reservations or sub-block

 requests directly with hotels. **A minimum of 5 rooms is required**

 **to set up a sub-block.**

Individual Reservations: ***\*Credit card information must be provided for each reservation and a***

 ***1 night’s non-refundable deposit will be charged***

Sub-block Reservations: ***\*Credit card information must be provided for any sub-block request***

 Monday, July 1 Room blocks at hotels are open to all other Meetings Participants

 Friday, September 20, 5:00 pm (DC time) Deadline for Individual Reservations within blocks: each room must be

 assigned to a guest and credit card information to be provided

 \*Any unassigned rooms within blocks will be released

 \*New reservations or changes will be subject to availability and may be

 subject to higher rates

 **October 14-20, 2019 Annual Meetings and related events**

**For assistance or additional information on any of these procedures, please send an email to:** **housing@worldbank.org** or **SECHotels@imf.org****.**

**1) Contact Information**

|  |
| --- |
| Name of Delegation:  |
| Contact Name: Title: |
| Email Address: |
| Phone Number: |

**2) Hotel Preferences (Please list up to three choices)**

If you are sending this form directly to a hotel, preferences do not need to be provided.

1st Choice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd Choice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3rd Choice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3) Room/Suite Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Room Type** | **Wed. 10/16** | **Thu. 10/17** | **Fri. 10/18** | **Sat. 10/19** | **Sun. 10/20** |
| **Standard Room** **(Single)** |   |   |   |   |   |
| **Standard Room (Double)** |   |   |   |   |   |
| **1 Bedroom Suite** |   |   |   |   |   |
| **Other Category\* (please specify)** |  |  |  |  |  |
| **Total # of Rooms/Suites** |   |   |   |   |   |

If additional nights are needed outside this date range, please indicate it here.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4) Credit Card Information to Guarantee Room Block Request**

Credit card information is **required**. Without a clear copy of the credit card, this request will not be processed.

Please Note: This card will only be used to hold the guest room block request and will not be charged unless billing information is not provided for confirmed individual reservations, no shows or cancellations.

All information below must be completed.

Full Name of Cardholder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of the Cardholder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number of the Cardholder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Credit Card: / Credit Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Three/Four Digits of CCV Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this form to the housing coordinator in your Executive Director’s office or directly to your preferred hotel at your earliest convenience.**

**Sub-blocks and individual Reservations will be processed directly by the hotels on a first-received basis.**