



# 2007 MLA Convention Housing Form

Housing forms must be received by 6 December. Use one for each room or suite. You may photocopy additional forms. Paid convention registration for all nonexempt room or suite occupants must be received before a hotel room can be reserved.

## Hotels

List in order of preference; hotel availability at time of receipt will determine which preference can be honored.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

**Room Type** Check desired room type. *Suite availability is limited.*

- Smoking (See hotel list)**  **Nonsmoking**
- Single  P1 (parlor + bedroom)
- Double (1 bed, 2 persons)  P2 (parlor + 2 bedrooms)
- Double/Double (2 beds, 2 to 4 persons)
- Check here if you plan to use your suite or hotel room for interviewing**

## Primary Occupants

- Convention registrant**
- Name \_\_\_\_\_
- Arrival date and time \_\_\_\_\_
- Departure date and time \_\_\_\_\_

## Secondary Occupants

- Convention registrant**  **Exempt\***
  - Name \_\_\_\_\_
  - Arrival date and time \_\_\_\_\_
  - Departure date and time \_\_\_\_\_
- \*Not professionally involved in any field relating to the study of language and literature

- Convention registrant**  **Exempt\***
- Name \_\_\_\_\_
- Arrival date and time \_\_\_\_\_
- Departure date and time \_\_\_\_\_

- Convention registrant**  **Exempt\***
- Name \_\_\_\_\_
- Arrival date and time \_\_\_\_\_
- Departure date and time \_\_\_\_\_



- TDD/TTY
- light signal system
- service dog accommodations
- wheelchair accommodations
- other access requirements

Please provide a telephone number, mailing address, or e-mail address below if different from what is listed in the confirmation section so that the MLA coordinator can get in touch with you:

*Availability of specific services may vary from one convention site to another.*

## Confirmation

Within two weeks of receipt of completed form, confirmation is sent *only* to the individual below, in the following order: e-mail, fax, post.

- Name \_\_\_\_\_
- Address \_\_\_\_\_
- City & state \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_
- Office phone \_\_\_\_\_ Home phone \_\_\_\_\_
- Fax number \_\_\_\_\_
- E-mail address: \_\_\_\_\_
- TDD/TTY number \_\_\_\_\_

## Payment

**Credit Card:** If you are using a credit card for your registration fee and your hotel guarantee, be sure to include credit card information on the preregistration form as well. Please note that only MasterCard, Visa, and American Express are accepted for preregistration and room deposits.

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- Account no. \_\_\_\_\_
- Exp. date \_\_\_\_\_
- Name on card \_\_\_\_\_
- Signature \_\_\_\_\_

**Check or Money Order:** Make your room deposit payment to CMR/MLA in US dollars, drawn on a US bank. Please be sure to sign and date the check. \$100 per single or double room, \$200 per 1-bedroom suite, \$300 per 2-bedroom suite.

## Keep a Copy of This Form

**Please send registration and housing in one envelope.**

Send all materials to:  
Modern Language Association  
Bowling Green Station  
PO Box 107  
New York, NY 10274-0107

Or for overnight mail:  
Modern Language Association  
26 Broadway, 3rd floor  
New York, NY 10004-1789

## Hotel Room Cancellations and Changes

**To cancel your room reservation or to change arrival and departure times:**

**Until 6 December:** Cancellations or changes must be received in writing at the CMR/MLA Housing Office, 33 New Montgomery, Suite 1420, San Francisco, CA 94105. You may e-mail your hotel cancellation to [MLA2007housing@cmrus.com](mailto:MLA2007housing@cmrus.com).

**After 15 December:** To cancel your room reservation or to change times, call the hotel directly. Between 6 and 15 December, hotel reservations and room deposits are being transferred to the hotels.

**Important:** You will be unable to obtain a refund for a hotel room unless the cancellation is received by the hotel at least 72 hours before your scheduled arrival time. It is important to keep a copy of the reservation form and to ask for and keep the cancellation number that the hotel should give you when you cancel your room reservation. If you cancel by phone, note the first and last names of the person who cancels your reservation. Otherwise you risk forfeiting your room deposit.

**Please note:** The MLA convention office cannot cancel room reservations.

**To change the occupants in your hotel room:** Arrangements for changes in occupants must be made through the MLA convention office in New York ([convention@mla.org](mailto:convention@mla.org)).

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