



**2010 Breast Cancer Symposium
Group Room Block Request Form**

Travel/Tour Agent: _____

Client Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____ Fax: _____

E-Mail: _____

Hotel: Gaylord National Hotel
Room Rate: \$239 Single/Double Occupancy

Rates listed above do not include taxes (currently 16%) and resort fees (currently \$15.90 per night) in effect at the time of check-in. Taxes are subject to change.

Meals: Breakfast is not included in the room rate. The Symposium registration fee includes three continental breakfasts, two boxed lunches, and two wine and cheese poster receptions. Should you require hot breakfast and wish to purchase breakfast coupons, you must contact the hotel directly.

Rooms Requested:

Day	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Date	9/28/10	9/29/10	9/30/10	10/1/10	10/2/10	10/3/10	10/4/10
# of Rooms							

Please note the following important policy: A confirmation of the room block will be sent to the Group Leader, along with an invoice for the entire cost of the rooms in the block. All groups are required to pre-pay 100% of the room and tax for all nights requested. The total amount due on the invoice must be paid in full upon receipt of the invoice before the rooms will be reserved for the group; if payment is not received by the cutoff date listed on the confirmation letter, the rooms will be released. Once paid, no portion of the amount paid will be refunded at any time or for any reason; all fees are non-refundable.

New for 2010: All group room blocks for the 2010 Breast Cancer Symposium must be secured directly through the Breast Cancer Symposium Registration and Housing Center. If a group chooses not to utilize the official Breast Cancer Symposium Registration and Housing Center to secure their hotel rooms, each individual in the group will be charged an additional registration fee of \$150. These fees must be paid in full before the group's registration can be processed or registration materials can be released to either the group contact or the individual attendees.

Confirmation of your room block is based on availability and will be sent by e-mail to the e-mail address provided.

Company Representative

Date

Breast Cancer Symposium Registration and Housing Center
C/O J. Spargo & Associates
11208 Waples Mill Road, Suite 112
Fairfax, VA 22030
Phone: 888-788-1522 (within the U.S.) or +1-703-449-6418 (outside the U.S.)
FAX: 703-631-2971
bcshousing@jspargo.com