

**U.S. Conference of Mayors
75th Annual Meeting
Conference Registration and Hotel Reservations
June 21-26, 2007
Los Angeles, California**

WORKFORCE DEVELOPMENT COUNCIL

REGISTRATION FORM

(No registrations will be processed without accompanying payment)

Name _____ Title: _____

Organization _____

Street Address _____

City _____ State _____ Zip _____

Telephone (_____) _____ Fax (_____) _____

Preferred Name on Badge _____

Name of Spouse _____
(There is no additional registration fee for spouses.)

Attendee(s) has special needs: ' Yes ' No (If yes, USCM will contact.)

CONFERENCE REGISTRATION INFORMATION

(No registrations will be processed without accompanying payment)

Registration Fees:

	<u>MEMBER</u>	<u>NON-MEMBER</u>
Advance Registration Fee: (Payable by May 15)	\$700	\$1350
Late/On-Site Registration Fee: (Effective May 15)	\$900	\$1650

Checks or purchase orders for payment of registration fees should be made payable to: **The United States Conference of Mayors**. Refunds will be made for cancellations received in writing by May 15 (less a \$100.00 service fee). **NO REFUNDS will be made for cancellations received after May 15.**

CREDIT CARD AUTHORIZATION: Please note by submitting your card information, you are authorizing USCM Meetings Department to use the card below to pay your registration fee.

Please circle Credit Card Type: Visa MC Amex Diners

Credit Card No. _____ Exp. Date _____

Signature _____

(USCM Only) Authorization Code _____ Date _____

PLEASE RETURN THIS FORM WITH YOUR REGISTRATION PAYMENT TO:

The United States Conference of Mayors
Attention: Carol Edwards
1620 Eye Street, NW -- Washington, DC 20006
Telephone (202)293-7330 Fax (202)467-4276

PLEASE SEE REVERSE SIDE FOR HOTEL RESERVATION REQUEST FORM

HOTEL ACCOMMODATIONS RESERVATION REQUEST

SPECIAL NOTICE: For the convenience of our meeting attendees, USCM has set aside a block of sleeping rooms at a special meeting rate in the Hyatt Regency Century Plaza Hotel. In exchange for fully utilizing this room block, the Hyatt Regency Century Plaza Hotel provides USCM with meeting space at no charge. We thank you, in advance, for supporting USCM's efforts to control meeting costs by making your housing reservations in the Hyatt Regency Century Plaza Hotel. In order to guarantee that your room is credited to our block, please fill out the following form.

I DO NOT REQUIRE HOTEL ACCOMMODATIONS.

Please reserve the following accommodations:

Please circle room type:

**HYATT REGENCY
CENTURY PLAZA HOTEL**
2025 Avenue of the Stars
Los Angeles, CA 90067
(310)228-1234
Headquarters Hotel

Single
(1 Person)
\$225

Double
(2 People)
\$225

Regency
Club
\$275

1 Bedroom
Century Suite
\$550

1 Bedroom
Junior Penthouse
\$550

1 Bedroom
Penthouse
\$690

Please select preferences: King Bed Two Double Beds

Taxes: 14.045%

Arrival Date: _____ Departure Date: _____

Guarantee room to the following Credit Card (Circle One):

(A deposit equal to one night's stay shall be charged at the time the reservations are made)

Visa MC AMEX Diners Other specify: _____

Card No. _____ Exp. Date _____

Signature: _____

Reservation Information:

1. Hotel accommodations *cannot be assured at the above hotel after May 15, 2007.*
2. **Do not call the hotels directly, as the hotel will accept ONLY reservations forwarded by The U.S. Conference of Mayors' office in Washington, DC.**
3. An advance guarantee equal to one night's room deposit is required by the hotel to guarantee your reservation. This guarantee must be made by major credit card (including VISA, MC, AMEX, DINERS), or by **check made payable to the hotel.** *Do not make checks payable to the U.S. Conference of Mayors. Reservations must be cancelled 72 hours prior to arrival to receive a refund of your deposit.*
4. Changes in arrival and departure dates and cancellations of hotel reservations should be submitted in writing to USCM, **not the hotel.**
5. Check-in time is 3:00 p.m. and checkout time is 12:00 noon