**The United States Conference of Mayors**

**2018 MWMA Fall Summit**

***October 8 – 10, 2018***

***The Whitehall Hotel, Houston, TX***

**INDIVIDUAL REGISTRATION FORM**

**Or register online at** [**www.usmayors.org/mwma/fallsummit18**](http://www.usmayors.org/mwma/fallsummit18)

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Title: |       |
| Company: |       |
| Address: |       | City: |       | State: |       | Zip: |       |
| Telephone: |       | Fax: |       | Email: |       |
| Does the attendee have special needs? (Staff will contact)  [ ]  yes [ ]  no  |

***REGISTRATION FEES*** (Please indicate your membership status by checking the appropriate box.)

[ ]  MWMA Public Sector Member: $99 **CODE/Promotion:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Public Sector Non-Member: $399

[ ]  Private Sector (Individual): $795

*[ ]  Attending Spouse/Partner: $150 Spouse/Partner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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 **September 14th, 2018** (less a $50.00 service fee). **NO REFUNDS** will be made for cancellations received after **September 14th, 2018**.

 Method of Payment:

 [ ]  Check

 [ ]  Credit Card Authorization (The United States Conference of Mayors is authorized to use the card below to pay all applicable registration fees:)

 Credit Card Type: [ ]  Visa [ ]  MC [ ]  AmEx [ ]  Other (specify):

 Credit Card No.       Exp Date:        CVV:         Billing ZIP code:

 Cardholder signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form with payment to:

**Globetrotter Travel**
Attention: Jonathan Godfrey
18121 Georgia Avenue

Suite 104
Olney, MD 20832
(301) 570-0800, or (800) 322-7032, press 2
Fax: (301) 570-9514

If you do not require a hotel reservation, please place a check here: \_\_\_\_\_\_
If you do require a hotel reservation, please continue to page 2

Hotel Request Form

The Whitehall Hotel is a 100% Smoke Free Property
Location: 1700 Smith Street, Houston, TX 77002

**Bedding Type:** 1 King Bed **Room Rate:** $169/night plus tax
**Maximum: Double Occupancy in Room (2 People Max. in Room)**

**Name on Hotel Reservation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second Name on Reservation (*Optional*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check In Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check Out Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Requests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Credit Card Authorization: By submitting your credit card information, you are authorizing The Washington Hilton to use the card below to guarantee the room.

Credit Card Type: \_\_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_ American Express \_\_\_ Discover

Credit Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration: \_\_\_\_\_\_\_\_\_ Sec:\_\_\_\_\_

1. Hotel accommodations cannot be assured at the above rates after **September 14, 2018.** All rates are in USD. All cancellations must be made at least 72 hours before scheduled check in. All rooms are subject to availability.

2. Do **not** call the hotel directly to make reservations. The Whitehall Hotel will only accept reservations under the room block made directly by Globetrotter Travel. Please submit room reservations to Jonathan Godfrey at jgodfrey@usmayors.org, or call Globetrotter at 301-570-0800, and press 2 for the meetings department.

3. An advance guarantee equal to one night’s room plus tax is required by the hotel. Guarantee must be made by a major credit card.

4. Changes in arrival and/or departure dates must be made by emailing Jonathan Godfrey at jgodfrey@usmayors.org. You may also use the email confirmation that is sent out to adjust the dates on your reservation.