

INSTRUCTIONS

Reservations can be made in one of the following ways:

INTERNET:

<http://www.sae.org/congress/about/hoteltravel>

TELEPHONE:

Toll free (US): 800-847-5810

International: 801-505-4138

FAX:

801-355-0250

MAIL:

**The Housing Connection
175 S West Temple, Ste 140
Salt Lake City, UT 84101**

DEADLINE

Reservations must be made by phone, fax, mail or internet by **March 26, 2010** in order to guarantee convention rates.

CONFIRMATIONS

The Housing Connection will send you an acknowledgement of your reservation by e-mail. Please review all information for accuracy.

If you do not receive an e-mail acknowledgement within 7 business days, or have questions, please call The Housing Connection. **You will not receive a confirmation from the hotel.**

TAX and REQUESTS

All rates are per room and are exclusive of tax. Special requests can not be guaranteed, however hotels will do their best to honor all requests. Hotels will assign specific rooms upon check-in, based on availability.

ROOM DEPOSIT REQUIRED TO SECURE RESERVATION:

Reservations will not be accepted without a Room Deposit of one night's room rental plus tax for each room reserved. Room Deposits will be accepted in the form of a check made payable to: The Housing Connection, 175 South West Temple Ste 140, Salt Lake City, UT 84101; or a valid credit card with signature authorizing the credit card to be charged for the Room Deposit. If the charge to the credit card is denied, we reserve the right to release your reservation.

CANCELLATION POLICY

Cancellations after March 26, 2010 and prior to 7 days before arrival date will be subject to a \$50 cancellation fee. One night's room and tax will be forfeited entirely if cancellation occurs within 7 days of arrival.

GUEST INFORMATION

First Name _____ M.I. _____ Last Name _____

E-mail Address: _____

Company _____

Address _____

Address 2 _____

City/State/Province _____

Zip/Postal Code, Country _____

Daytime Phone: _____ Fax: _____

If providing international numbers, please include country and city access numbers

HOTEL SELECTION

Arrival Date _____ **Departure Date** _____

Please select four hotel choices from the Participating Hotels List and enter their codes below:

1st _____ 2nd _____ 3rd _____ 4th _____

Room Type Requested: _____ One Bed _____ Two Beds

Submit only one room request per form. Should additional forms be needed, please make copies


*****If booking 10 or more rooms you must fill out the Group Reservation Form*****

If requested hotels are unavailable, a reservation will be made at the next available hotel. Please select criteria:

Comparable room rate

Proximity to conference site

List all room occupants:

 Check here if you require special services

Non smoking request

Special requests: _____

Hotel Rewards Program#: _____

DEPOSIT INFORMATION

All reservations requests must be accompanied by a credit card guarantee or check for one night's deposit. Housing Forms received without a valid guarantee/deposit will not be processed. Faxed requests must include a valid credit card. Check deposits must be mailed with a completed housing form.

Visa

Discover

Diner's Club

MasterCard

American Express

Card Number _____

Exp. Date _____

Name on Credit Card _____

Cardholder's Signature _____

I hereby authorize The Housing Connection or any one of the hotels listed on this form under PARTICIPATING HOTELS, to process a charge to my credit card for each Room Deposit in accordance with the policies and information provided herein no sooner than April 2, 2009.

One night's check deposit enclosed and made payable to The Housing Connection.

Mail housing forms to: The Housing Connection, 175 South West Temple, Ste 140 Salt Lake City, UT 84101.

SAE 2010 World Congress Participating Hotels

HOTEL	CODE	Occupancy	
		SINGLE	DOUBLE
Atheneum Suite Hotel +	ASH	\$189.00	\$189.00
Courtyard by Marriott Detroit +	CMD	\$174.00	\$174.00
DoubleTree Guest Suites Fort Shelby/Detroit Downtown	DGS	\$149.00	\$149.00
Detroit Marriott Renaissance Center +	DMR	\$179.00	\$179.00
Hampton Inn Dearborn	HID	\$104.00	\$104.00
Hilton Garden Inn	HGI	\$139.00	\$139.00
Hilton Windsor Ontario	HIW	\$159.00**	\$159.00**
Holiday Inn Express Detroit Downtown	HIE	\$135.00	\$135.00
Hyatt Regency Dearborn	HRD	\$165.00	\$165.00
MGM Grand Hotel	MGM	\$179.00	\$179.00
Motor City Casino	MCC	\$149.00	\$149.00
Omni Detroit Hotel at Riverplace *	OMN	\$139.00	\$139.00*
Radisson Riverfront – Windsor Ontario	RAD	\$139.00**	\$139.00**
Ritz-Carlton Dearborn	RCD	\$172.00	\$172.00
Travelodge Downtown Windsor Ontario	TVL	\$109.00**	\$109.00**
Westin Book Cadillac Detroit +	WBC	\$179.00	\$179.00

+ 100% Smoke Free Hotel. Additional charges may apply for third or fourth person at all hotels.

*Omni Detroit Hotel - limited number of two bedded rooms; double occupancy rate is \$149 for two beds.

For hotels located in Windsor, Canada: To cross the Canadian border, US and Canadian citizens will need, Either a passport or photo ID and proof of residence (birth certificate).

Non-US or Canadian citizens will need 2 visas.

**Rates quoted in Canadian Dollars.