



## **ISSCR Room Block Request and Agreement**

We are delighted to provide your organization/company/institution the opportunity to block hotel rooms for your team/colleagues. The ISSCR is requiring that organizations with a block of 10 or more rooms submit their request and sign this agreement. Once we receive the signed room block agreement and the request is approved, you will receive a credit card authorization link and a rooming list template from the hotel.

Groups holding 10 or more rooms have until Wednesday, 4 May 2022, to release room nights from their block without penalty. After this date, groups of 10+ will be responsible for 95% of their adjusted block (i.e., groups are allowed a 5% reduction between 4 May 2022 and the close of the event). The group must achieve 95% of their block each night and per hotel (should the group stay in multiple hotels). A full prepayment of all room nights plus taxes will be charged by the hotel on or around 4 May 2022, to the credit card on file. If you wish to pay by wire transfer or check, it will need to be made out to and received by the hotel by 4 May 2022. The ISSCR and hotels in the ISSCR block reserve the right to cancel reservations being held if full pre-payment is not provided by this date.

Hotel rooms at the hotel headquarters (Marriott Marquis) are limited to 20 or fewer rooms per night. You will be advised of the status of your headquarters request within 1 week of submitting this form. The ISSCR has the right to review and adjust your requested block accordingly. **NO REFUNDS WILL BE MADE FOR CANCELLATIONS AND CHANGES BEYOND THE 5% REDUCTION AFTER 4 MAY 2022.**

For groups booked after 4 May 2022, full pre-payment is due within 10 business days from the date of confirmation. The ISSCR and hotels in the ISSCR block reserve the right to cancel reservations being held if full pre-payment is not provided by this date.

### Reductions Policy

Until 4 May 2022, groups may reduce room-nights blocked without penalty.

### Rooming List Deadline

Your room block must be finalized with individual names and details by 4 May 2022. Any reservations without an assigned name will be subject to cancellation after 4 May 2022. Reservations must include unique guest names, so they are not marked as duplicate reservations and possibly forfeited by the hotel.

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*\*Total Room Nights are defined as the sum of rooms booked on each night for all dates of your requested block.*

**Room Block Request**

Organization's Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact's Email: \_\_\_\_\_

Number of Guest rooms: \_\_\_\_\_

Hotel:      Marriott Marquis      The Clancy

		Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
ROOM TYPE	ROOM RATE	6/11/2022	6/12/2022	6/13/2022	6/14/2022	6/15/2022	6/16/2022	6/17/2022	6/18/2022	6/19/2022	TOTALS
Standard Room - 1 King Bed	\$329.00										
Standard Room - 2 Double Beds	\$349.00										



**Attrition Agreement Acknowledgement**

I/we have read and agree to abide by the terms as stated above and that I/we have authorization to make a housing reservation.

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Signature

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Printed Full Name

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Title | Organization

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Date