

CROWNE PLAZA HOTEL
3000 S. DIRKSEN PARKWAY - SPRINGFIELD, ILLINOIS 62703
FAX: 217-529-6666

LODGING RESERVATION FORM

ILEAS ANNUAL CONFERENCE

February 28-March 2, 2010

* Hotel reservations WILL NOT be accepted over the telephone *
* Hotel reservation for is for ATTENDEES ONLY (vendors must contact hotel directly) *
Registration for conference attendance should be made online at www.ileas.org.

* RESERVATION DEADLINE: SATURDAY, FEBRUARY 7, 2010!! *

Please complete this form and fax to the Crowne Plaza Hotel - Attn: Sarah Lynch

Name room should be under: _____
Names of additional people in room: _____
Contact person: _____
Street address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____
Email: _____

PLEASE PRINT ALL INFORMATION CLEARLY!

Arrival date: _____ Departure date: _____
(Check in after 4pm) (Check out before 11am)

Preferred Room Type: 1 bed _____ 2 beds _____

Special requests: _____

Please note that ILEAS will not be making a room reservation for you. You must submit this form to the Crowne Plaza for room reservations. However, room and tax will be paid for by ILEAS. Your reservation will not be made unless guaranteed with a credit card for incidental room charges (i.e., room service, movies, etc.) All major credit cards are accepted. Cancellations of any or all nights must be received 24 hours prior to arrival or the first night's room and tax amount will be charged.

Credit Card #: _____ Expiration Date: _____

Name on Credit Card: _____ Signature: _____

All requests are being handled on a first come, first served basis. If the Crowne Plaza is full, you will be placed at one of the hotels listed below. Please rank your preference #1, #2, #3, etc. If your first choice is not available, you will be placed at the next available preferred hotel. Confirmation will be emailed directly from the hotel after processing. If you do not receive a confirmation email, please contact a Crowne Plaza in-house group reservationist at 217-585-2871.

Holiday Inn Express Hilton Garden Inn Drury Inn Hampton Inn Microtel