



MLA '06 Hotel Information

MLA has contracted for guest rooms with the Hyatt Regency Phoenix at Civic Plaza. Because the Hyatt is not large enough to accommodate all of the guest room needs for the meeting, a smaller number of rooms have been contracted with the Wyndham Hotel.

MLA has negotiated special discounted room rates with both hotels. Your patronage of these official meeting hotels makes it possible for MLA to secure the space necessary for this event at a greatly reduced cost. The hotels not only offer discounted rates and the best networking opportunities, but staying in the group blocks helps the association meet its obligation to the hotel, avoid penalties, and keep meeting registration prices down. We thank you in advance for your support.

Hyatt Regency Phoenix

122 North Second Street
Phoenix, AZ 85004
Hotel direct line: 602.252.1234
Hotel fax, 602.440.3174
Hotel reservations telephone:
800.233.1234

Located in the heart of downtown Phoenix across the street from Phoenix Civic Plaza Convention Center, Symphony Hall, and the Herberger Theater Center, the hotel is also within walking distance of the Arizona Center, Phoenix Museum of History, Historic Heritage Square, Arizona Science Center, America West Arena, and Chase Field, home of the Arizona Diamondbacks baseball team.

With four eateries to choose from on the premises, the hotel has something for every taste. Most notable is the Compass Restaurant—Arizona's only revolving restaurant. Located on the twenty-fourth floor, it features American regional cuisine. The hotel also offers the casual Einstein Brothers Cafe, the Terrace Café, or the bustling Networks Bar & Grille.

For onsite recreation, visit the pool, which includes an outdoor wading pool and hot tub. For a more rigorous workout, try the health club with treadmills, exercise cycles, stair climbers, and weight machines.

MLA '06 overflow hotel

Wyndham Phoenix

50 East Adams Street
Phoenix, AZ 85004
Hotel direct line: 602.333.0000
Hotel fax, 602.333.5183
Hotel reservations telephone:
800.359.7253 or 602.333.5000

Reservation procedures

To reserve a room, complete the form on page 29, call hotel reservations, or go online. Be sure to mention the "MLA Conference" when you call to ensure you receive the rates listed on the form. The deadline for the hotels to receive your reservation is **Monday, April 17, 2006**. Reservations are processed on a first-come, first-served basis.

Online Instructions

Hyatt Regency Phoenix

www.phoenix.hyatt.com
You must enter G-MEDL in the Group/Corporate box to receive the meeting rate.

Wyndham Phoenix

www.wyndham-phoenix.com
You must enter 0516819ML in the Group Code field.

Room reservation guarantee

A deposit totaling one night's room and tax (currently 12.07%, subject to change) is required for all reservations. You may secure your reservation by providing credit card information on the form (or via telephone) or by mailing a check directly to the hotel (made payable to the hotel reserved) with the reservation form. Please note that the deposit will be charged to your credit card.

Cancellations or changes

To cancel or adjust reservations, contact the hotel directly. For a full deposit refund, the hotel must receive cancellations at least seven days prior to scheduled arrival.

Check-in/Check-out times

Check-in time is 4:00 p.m. Check-out time is noon.

Room rates

MLA '06 rates will prevail between May 13 and May 28, 2006, and are exclusive of 12.07% state and local taxes (subject to change). Room reservations and deposits should be received by the hotel no later than Monday, April 17, 2006, and are subject to availability in the group block. Reservation requests made after this date will be handled on a space and rate available basis.

Roommates

Please note: You cannot reserve a shared room online if you need all names to appear on the reservation or if you require separate billing. If you are sharing a room and require special billing arrangements, please be sure to check the appropriate box prior to faxing the hotel reservation form or tell the reservation agent when you make your reservation.

Final instructions

Telephone, mail, or fax your completed hotel reservation form to the appropriate hotel. You may also choose to use the Web to make your hotel reservation. To ensure you receive the MLA room rate, please use the appropriate link and code listed on page 28.

Hyatt Regency Phoenix
Fax, 602.440.3174

Wyndham Phoenix
Fax, 602.333.5183



TRANSFORMATIONS A-Z
MAY 19-24, 2006
PHOENIX, AZ
MEDICAL LIBRARY ASSOCIATION
www.mlafnet.org

HOTEL RESERVATION FORM

Please type or print clearly. Use one form for each room request. Photocopy additional forms if necessary. The hotel must have an email address on file to provide a written confirmation.

STEP 1: CONTACT INFORMATION (for conformation)

NAME

LIBRARY/ORGANIZATION

ADDRESS

CITY STATE ZIP CODE

TELEPHONE FAX

EMAIL

STEP 2: RESERVATION INFORMATION

ARRIVAL DATE ARRIVAL TIME

DEPARTURE DATE DEPARTURE TIME

Hyatt Regency Phoenix (HEADQUARTERS)

- Single: \$185
- Double: \$188
- Triple: \$208
- Quad: \$228

Wyndham Phoenix

- Single: \$169
- Double: \$189
- Triple: \$209
- Quad: \$229

Bed type:

- King bed
- Double beds
- No preference

Smoking preference:

- Smoking
- Nonsmoking

STEP 3: ROOMMATE INFORMATION

- Do not split hotel charges. Roommate's name will not appear on final bill.
- Split hotel charges. Roommate's name will appear on separate bill to accommodate individual expense reports. Roommate's payment information is required.

STEP 3: ROOMMATE INFORMATION (continued)

For multiple roommates, photocopy this page and complete the information for each roommate. Note: Please communicate with your roommates to ensure only one reservation per room request is submitted.

ROOMMATE NAME

ROOMMATE ARRIVAL ROOMMATE DEPARTURE

TYPE OF ROOMMATE CREDIT CARD

- MasterCard Visa AmEx Discover

PRINT NAME

CARD NUMBER EXP. DATE

SIGNATURE

STEP 4: PAYMENT OPTIONS

A deposit equal to one-night's room and tax is required to reserve and confirm an individual reservation. The deposit will be applied to the first night of the reserved stay.

- Check enclosed payable to: (hotel of choice)
- Major credit card

TYPE OF CREDIT CARD

- MasterCard Visa AmEx Discover

PRINT NAME

CARD NUMBER EXP. DATE

SIGNATURE



If you require special accommodations, please attach a written description of your needs.