




UPPER NEW YORK ANNUAL CONFERENCE OF THE UNITED METHODIST CHURCH

June 1-3, 2017 at the Oncenter in Syracuse, New York

OFFICIAL CONFERENCE HOUSING FORM

Please make every effort to submit your request for a room online.

TO MAKE YOUR ROOM RESERVATION NOW, CLICK ON THE FOLLOWING LINK:

 <https://mmxreservations.com/fer/#/syracuse?pageCode=2017UMC>

Cut-off date for housing is 5:00pm April 27th, 2017

Please note that the conference staff ***will not*** be matching attendees for housing purposes. All attendees who wish to share a room are responsible for finding roommates on their own. Once you have identified your roommate(s), please coordinate independently and submit a reservation online.

Youth Equalization & Youth Lay Members*

****(Those not lodging with parent(s) or other adult)***

- **DO NOT MAKE YOUR RESERVATIONS ONLINE**
- **DO NOT COMPLETE A HOUSING FORM**

Please contact: Judy Hipes

927 Gwinn Street Medina, NY 14103

tandj3905@hotmail.com

If you do not have internet and need to use the housing form on the next page, please fill it out *entirely* and mail to:

Visit Syracuse – Attn: Housing Dept. – 115 West Fayette Street – Syracuse, NY – 13202

Instructions for filling out the housing form:

- Please fill out ***one form*** for ***EACH ROOM*** needed.
- All fields must be completed to process your request.
- You will receive two emails regarding your reservation; an acknowledgment when your request is received, and a confirmation when your reservation request is accepted by the hotel.
- If you have questions on this housing form, please contact Christie Bravos at 315-470-1842.

IMPORTANT PAYMENT INFORMATION:

- A credit card that is valid through your dates of stay is required to make a reservation; Even if you may be entitled to reimbursement of expenses subsequent to the event. Use of a debit card may result in funds being placed on hold by your hotel before your stay.
- **Do not submit money, checks or tax exempt forms with this housing form.** Any such materials submitted with this form **will be considered invalid, voided** and **will not be forwarded** to the hotel.
- **Tax Exempt** – Hotel guests are responsible for furnishing a completed **New York State Tax Exempt Certificate** to their assigned hotel *prior* to their arrival. The name on the payment credit card and the company on the completed tax exempt form **MUST** match. The use of personal cards with a church organization named on the tax exempt certificate will not be accepted.
- **Equalization, clergy retiree, and clergy on medical leave individuals only:** Please see the Registration Guidelines at the UNYAC web site for information regarding housing reimbursement, if needed, after the annual conference session.

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ANNUAL CONFERENCE - June 1-3, 2017 - Syracuse, New York

RESERVATION INFORMATION: Please print clearly

First Name: _____ Middle Initial: _____ Last Name: _____
Address1: _____
Address2: _____
City: _____ State/Province: _____ Zip/Postal Code: _____
Email: _____ Mobile Phone: _____

Are You Sharing Your Room With Other Occupants? Yes No

If yes, list here. Include first and last name. Individuals listed here should **not** submit their own Housing Forms:

- 1) _____
- 2) _____
- 3) _____

ROOMING REQUEST INFORMATION

** Hotel requests are based on availability, on a first come first serve basis. Every effort will be made to accommodate your preferences. In the event that your 1st choice is not available you will be assigned your 2nd choice, and so on. Please be sure to indicate your order of preference below.*

<u>Hotel:</u>	<u>Rate:</u>	<u>Order of Preference</u> – please number 1-6
1. Genesee Grande, Downtown	\$109 per night (Free Shuttle to Oncenter)	_____
2. Crowne Plaza, Downtown	\$107 per night (Free Shuttle to Oncenter)	_____
3. Marriott Downtown Syracuse	\$129 per night (Free Shuttle to Oncenter)	_____
4. Sheraton, University/Downtown	\$118 per night (Free Shuttle to Oncenter)	_____
5. Maplewood, Buckley Rd.	\$89 per night (No Shuttle to Oncenter; Breakfast Included)	_____
6. Comfort Inn, Buckley Rd.	\$87 per night (No Shuttle to Oncenter; Breakfast Included)	_____

Check In Date: Day of the week _____ Date _____

Check Out Date: Day of the week _____ Date _____

Bed Type Requested: One Bed Two Beds

Special Requests*:** _____
****Please note that special requests such as refrigerators or cots may incur additional charges.*

PAYMENT INFORMATION

VISA MASTER CARD AMEX DISCOVER

Credit Card Number: _____ - _____ - _____ *Expiration Date: _____

**Card must be valid through the dates of stay*

Print Cardholder's Name: _____

Cardholder's Signature: _____