

## 2017 TOI Annual Educational Conference Housing Information

All housing for the 2017 TOI Annual Educational Conference will be handled by the TOI Housing Bureau. Reservation requests may be made online (link is available on the TOI website, [www.toi.org](http://www.toi.org)) or by Housing Form mailed to: TOI Housing Bureau, P.O. Box 621, Springfield, IL 62705.

### Deadline for Reservations

- Hotel reservation requests must be made online or via Housing Form received by the Housing Bureau by midnight October 12, 2017. After that date the online reservation site will no longer be available, and Housing Forms will not be honored. Individuals will then be responsible for arranging their own hotel accommodations.
- **Due to contract requirements with the Crowne Plaza and Holiday Inn Express, preference will be given to reservation requests for a minimum of two nights.** Reservation requests made for two nights and changed or cancelled after October 12th will be charged for two nights and/or moved to another hotel. Reservations for one night may be placed at the Crowne Plaza or Holiday Inn Express if hotels are not filled. Reservations will be placed at the Crowne Plaza and Holiday Inn Express based upon date of receipt so do not delay in submitting your reservation request. If the room block at the Crowne Plaza Hotel and the Holiday Inn Express are filled, overflow hotels in the area will be secured. If necessary, a shuttle will be provided from overflow hotels to and from the Crowne Plaza.

### Reservation Guarantee and Payment

- **All reservation requests must be guaranteed with a credit card.** Credit cards will not be charged until time of check-in, no-show, or cancellation after the deadline date of October 12th. Individuals or townships wishing to pay for hotel stays by check may guarantee the reservation by credit card and mail a check to the hotel where assigned. **Checks must be made payable to the hotel to which you are assigned and must be received by October 27.** The total amount of your stay, charge per day plus applicable taxes, will be indicated on your emailed hotel assignment confirmation. **Do not send a check until you have been assigned to a hotel. Checks received prior to assignment will be returned to sender.**
- If rooms are being paid for by credit card and individuals **will not have the credit card with them at time of check-in**, a Credit Card Authorization form must be submitted prior to check-in. Please request a Credit Card Authorization form from the hotel to which you are assigned.

### Cancellations and Changes

- Cancellations or changes to reservation requests made online or by Housing Form must be changed or cancelled by sending an email to [toireservations@yahoo.com](mailto:toireservations@yahoo.com) by 5:00 p.m. October 12th. **Failure to cancel by this date will result in a credit card charge for one night's room and tax.**
- Reservations made for two nights and changed or cancelled after October 12, 2017 will be charged for two nights and/or moved.

## Hotel Assignments

- Hotel reservation assignments will be made on a first come, first serve basis, and according to type of reservation, length of stay and hotel availability. We cannot guarantee that all individuals from a township will be placed in the same hotel.
- In an effort to make the most efficient use of room blocks and to ensure hotel rooms for those township officials who actually attend the Conference, **reservations will be assigned only to those individuals who submit a Conference registration by October 12, 2017.** Reservation requests received online or by Housing Form from individuals not registered for the Conference by October 12th will not be honored.
- Individuals are responsible for cancelling reservation requests even if you do not register to attend the Conference, or your credit card will be charged for one night's room and tax. Make certain your Conference registration is received at the TOI office prior to October 12th to avoid denial of hotel reservation and credit card charge.
- **Do not call the hotels prior to receiving your hotel assignment via email.** Hotels will not receive reservation assignments to their hotel until the week of October 23rd. Confirmations will be sent by each participating hotel after that date.

Thank you for your cooperation in complying with these housing procedures. They have been established to make the most efficient use of TOI hotel blocks and to accommodate those members who attend the Conference.

**HOUSING FORM**  
**Township Officials of Illinois**  
**Annual Educational Conference**  
**November 12 – 14, 2017**

Please complete one form per room reservation and mail to:  
TOI Housing Bureau  
P.O. Box 621  
Springfield, IL 62705

**Read Housing Information for all reservation request policies and procedures.** This information is available in the *Township Perspective* and on the TOI website, [www.toi.org](http://www.toi.org). Housing forms will only be accepted **when accompanied by credit card information**. Confirmation of hotel assignment will be emailed\* the week of October 23<sup>rd</sup>.

**Please type or print all information legibly**

Name reservation should be listed under: \_\_\_\_\_

Number of people in room \_\_\_\_\_ Name of additional people in room: \_\_\_\_\_

Township \_\_\_\_\_ County \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ \*Email: \_\_\_\_\_

Date of arrival: \_\_\_\_\_ Date of departure: \_\_\_\_\_

**\*Email address required for reservation assignment confirmation.**

**HOTEL INFORMATION**

You will be placed at the Crowne Plaza, Holiday Inn Express, or at an overflow hotel if needed. All requests are considered on a first-come, first-serve basis, and hotel assignment will be made based on type and length of reservation and hotel availability. Due to contract requirements with the Crowne Plaza and Holiday Inn Express, preference will be given to those requests for a minimum of two nights. Reservations made for two nights and later changed risk being charged for two nights and/or moved to another hotel. Reservations for one night will be placed at the Crowne Plaza and Holiday Inn Express if rooms are available after all two night reservations have been accommodated.

Parking is complimentary at all hotels. A shuttle will be provided from overflow hotels to the Crowne Plaza if necessary.

Indicate your preferred room type. These are requests only and can not be guaranteed. **All hotels are Non-smoking.**

King \_\_\_\_\_ Double/Double \_\_\_\_\_ Indicate any special requirements: \_\_\_\_\_

Handicap Accessible: \_\_\_\_\_ Type of handicap accessibility required: \_\_\_\_\_

Housing forms **MUST BE RECEIVED** by the TOI Housing Bureau by **October 12, 2017**. Housing forms received after October 12<sup>th</sup> will not be honored. **Housing forms will only be accepted when accompanied by credit card information.**

**Confirmation of hotel assignment will be emailed\* after October 23.** Do not contact hotels prior to October 23<sup>rd</sup> as hotel assignments may not have been made and hotels may not yet have received reservation lists.

Card Type \_\_\_\_\_

Card # \_\_\_\_\_ Expiration date: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Signature: \_\_\_\_\_