

**HOUSING FORM**  
**TOI Annual Educational Conference**  
**November 13-15, 2022**

Please complete one form per room reservation and **mail to:**

TOI Housing Bureau  
3217 Northfield Drive  
Springfield, IL 62702

Or **Fax:** 217-585-1373  
ATTN: Darlene Sidwell

**Read Housing Information for all reservation requests 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 assignments will be **emailed** the week of October 17<sup>th</sup>.

**Please type or print all information legibly**

Name in which reservation should be made: \_\_\_\_\_

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

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

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. **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. **Room rate at the Crowne Plaza and Holiday Inn Express is \$98 plus tax per night.**

Indicate your preferred room type. This is a request only and cannot be guaranteed.

**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 5, 2022**. Housing forms received after October 5th will not be processed.

Confirmation of hotel assignment will be **emailed** after October 17, 2022.

**Card Type:** \_\_\_\_\_ **Card #:** \_\_\_\_\_

**Expiration date:** \_\_\_\_\_ **Name on Credit Card:** \_\_\_\_\_

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