

# HOTEL INFORMATION

WWW.SFN.ORG/HOTEL

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The Society is pleased to announce that Convention Management Resources (CMR) is the Society's official housing company.

- Housing opens for advance registered members July 15 at noon EDT.
- Housing for advance registered non-members July 22 at noon EDT.
- The Society has contracted an adequate number of hotel rooms in Washington, DC, for Neuroscience 2008. If it is necessary to add hotels at a later date, the new hotels will be posted on the Neuroscience 2008 Web site at [www.sfn.org/am2008](http://www.sfn.org/am2008).
- Hotels are listed by area and in order of descending rates.
- The JW Marriott Hotel Pennsylvania Avenue and the Renaissance Washington, DC Hotel are the official co-headquarters hotels.
- The numbered circles on the maps correspond to the numbers assigned to the hotels listed on the following pages.
- Hotels 39-51 are student and member category I and II hotels.

## Reservation Policies and Procedures

- To make a hotel reservation through SfN Housing between July 15 and August 28, you must be registered for Neuroscience 2008. Beginning August 29, this requirement will no longer apply. Additionally, only one hotel room may be reserved per each paid registrant.

- Upon registering for the meeting, each attendee will receive a unique registration confirmation number that is required to make a hotel reservation.
- Online submission of your hotel reservation is strongly encouraged and will be given priority over submissions via phone, fax, or mail.
- Online hotel reservations are made according to current inventory at the time of the reservation, and confirmations are immediately generated and sent by e-mail.
- The form to make reservations by phone, fax, or mail through the SfN Housing office can be downloaded at [www.sfn.org/hotel](http://www.sfn.org/hotel).
- Reservations must be guaranteed with a valid credit card or check deposit in the amount of \$250 per room or \$500 per suite, regardless of hotel and room rate requested or assigned.
- If you require a room compliant with the Americans with Disabilities Act, please check the ADA box when submitting your reservation online. An SfN Housing representative will contact you regarding specific requirements.
- Government employees that are eligible to receive the government rate, can reserve government rated rooms online, though a limited number are available at most of the contracted hotels.

- SfN Housing will make your reservation based on your requests; however, special requests (such as two beds or a non-smoking room) cannot be guaranteed. It is the attendee's responsibility to reconfirm requests directly with the assigned hotel prior to arrival in Washington, DC, beginning on November 10.
- Please do not submit duplicate requests for hotel reservations. We appreciate your cooperation with this matter.

**Reservations will not be accepted directly by participating hotels or SfN Headquarters.**

### CONTACT INFORMATION

[www.sfn.org/hotel](http://www.sfn.org/hotel)

E-mail: [SfN2008Housing@cmrus.com](mailto:SfN2008Housing@cmrus.com)

Phone: (866) 999-3093 (U.S. and Canada)  
and (415) 268-2091 (International)  
from 9 a.m. to 9 p.m. EDT.

Mail: SfN Housing  
c/o Convention Management  
Resources (CMR)  
33 New Montgomery  
Suite 1420  
San Francisco, CA 94105  
Fax: (415) 979-2260

## Reservation Confirmation

If you have submitted a housing request by phone, mail, or fax and have registered for Neuroscience 2008, but have not received a confirmation within seven busi-

## STUDENT AND CATEGORY II MEMBERS — SAVE ON NEUROSCIENCE 2008

### REDUCED REGISTRATION FEES

- Why wait in line to pay higher registration fees when savings are just a click away? Between Tuesday, July 15 at noon EDT and Friday, Sept. 26 at midnight EDT, take advantage of advanced meeting registration fees. After Sept. 26, you can still save online.

	Advance	Online	On-site
Student Member	\$50	\$60	\$85
Student Member Undergraduate	\$40	\$40	\$40
Student Member Category II	\$25	\$30	\$43
Regular Member Category II	\$115	\$140	\$165

### LOWER PRICED LODGING OPTIONS

- **STUDENT & MEMBER CATEGORY II BLOCK** – A limited number of lower-priced hotel rooms have been set aside for you. Reservations will be accepted until Monday, Oct. 6. Rooms will be assigned on a first-come, first-served basis.
- **ROOMMATE MATCHING** – Locate and correspond with other SfN student and Category II members interested in sharing a hotel room. Available to students and Category II members only. Visit [www.sfn.org](http://www.sfn.org).



ness days, please contact SfN Housing, at [SfN2008Housing@cmrus.com](mailto:SfN2008Housing@cmrus.com) to follow up on your reservation request and avoid any no-show charges by your confirmed hotel.

### Student & Member Category I and II Hotel Reservations

- A limited number of lower priced hotel rooms have been set aside for students and member category I and II registrants, available until October 6.
- Once registered for Neuroscience 2008, students and member category I and II registrants can reserve hotel rooms online, or by phone, fax, or mail.
- Rooms will be assigned on a first-come, first-serve basis until depleted or until October 7, when student and member category I and II-rated rooms will be released for general sale to all Neuroscience 2008 attendees.
- Only students and member category I and II registrants, their spouse, immediate family members of a student or member category I and II occupant, or registered guests of Neuroscience 2008 sponsored by a student or member category I and II occupant are permitted to occupy hotel rooms within the student and member category I and II block.

### Exhibitor Hotel Reservations

- The exhibitor hotel reservation form and instructions will be available on the SfN Web site at [www.sfn.org/exhibits](http://www.sfn.org/exhibits) on July 29, at noon EDT when exhibitor housing opens. No reservations will be accepted prior to this date.
- Exhibitors may reserve a maximum of nine rooms online or by phone. Requests for 10 or more rooms must be submitted in writing using the online Exhibitor Housing Request Form. Hotel rooms will be assigned on a first-come, first-serve basis from a protected block of rooms for exhibitors. A maximum of four rooms per exhibitor may be reserved at the co-headquarter hotels.

### Press Hotel Reservations

- Housing for press opens on July 23.
- A limited number of hotel rooms have been set aside for press and will be assigned on a first-come, first-serve basis until depleted.
- Once registered as press for Neuroscience 2008, members of the press may reserve hotel rooms online or by phone, fax, or mail.
- Only press, their spouse, or immediate family members are permitted to occupy hotel rooms within the press block.
- For more information regarding press registration, refer to the press room at [www.sfn.org/pressroom](http://www.sfn.org/pressroom).

### Shuttle Service

The Society for Neuroscience will provide complimentary shuttle service to and from the Walter E. Washington Convention Center and most SfN contracted hotels during the annual meeting dates of Friday, November 14, through Wednesday, November 19. The shuttle routes and intervals of service will be posted on the Neuroscience 2008 Web site this summer. With questions pertaining to the shuttle service, contact Sharon Kerley Bowles at [sharon@sfn.org](mailto:sharon@sfn.org) or at (202) 962-4000.

### Please Don't Be a "No-Show"

If you cancel your plans to attend Neuroscience 2008, remember to cancel your meeting registration and hotel reservation as quickly as possible. The Society for Neuroscience and CMR strive to obtain the largest number of hotel rooms at the lowest possible rate near the convention center for Neuroscience 2008 attendees. Hotels are reluctant to commit to large room blocks and lower rates if the Society has a high no-show rate (number of attendees with reservations who do not show up and do not cancel reservations). If a reservation is properly canceled, another Neuroscience 2008 registrant may reserve the room.

### Changes and Cancellations

- You may make changes to or cancel your hotel reservation online regardless of how you initially made your hotel reservation until **October 17 at 9 p.m. EDT**. Obtain access to the housing Web site using your last name as it appears on your registration confirmation, as well as your registration confirmation number. To make a change or cancel your hotel reservation, you will need your last name as it appears on your original reservation confirmation, your SfN Housing hotel confirmation number, and your zip or postal code that was provided when you made your reservation. You will receive an updated SfN hotel confirmation reflecting your changes or cancellation.
- If you wish to make your change or cancellation by phone, fax, or mail, you must do so through SfN Housing until October 29 at 9 p.m. EDT. Mailed forms must be received by SfN Housing by October 22. Any requests for new reservations received after this date are subject to availability. Beginning November 3, contact your hotel directly for all changes and cancellations. When calling, make note of the name of the person you spoke with to change or cancel your reservation, and request that a revised confirmation or cancellation notice be sent to you.
- Confirmations issued by SfN Housing will be honored by all hotels in the SfN block. **Please be certain your arrival and departure dates are accurate on your hotel confirmation.** **NOTE:** If you do not arrive at the hotel on the date shown on your hotel confirmation, the hotel will resell your hotel room for the remainder of your stay and you will be charged an amount equal to one night's room charge, plus sales and occupancy tax. Also, hotels may charge an early departure fee, so please be sure to reconfirm your departure date upon check-in.

