

# 2008 HOTEL RESERVATION FORM

ACTFL 2008 Annual Convention and World Languages Expo  
November 21-23, 2008 (Pre-Convention Workshops, November 20, 2008)

Walt Disney World Swan & Dolphin Resort  
Orlando, FL

Register Online: [www.actfl.org](http://www.actfl.org)

Register by Fax: (407) 934-4710

Register by Mail: Walt Disney World Swan & Dolphin Resort  
1500 Epcot Resorts Boulevard  
Lake Buena Vista, FL 32830-2653

Register by Phone: Call (800) 227-1500 or (407) 934-4000

All sessions, meal functions and exhibits will be located in the Walt Disney World Swan and Dolphin Resort

## GUEST INFORMATION

Use one (1) form for each room request. Photocopy additional forms if needed.  
(Please Type or Print Clearly)

Single - \$189\*

Double - \$189\*

\*Hotel rate does not include additional fees.

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

Occupant Name \_\_\_\_\_

Sharing With \_\_\_\_\_

Starwood Preferred Guest Number \_\_\_\_\_

## CONFIRMATION MAILING INFORMATION

Given Name (First) \_\_\_\_\_ MI \_\_\_\_\_ Surname/Family Name (Last) \_\_\_\_\_

Institution/Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Province \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

## PAYMENT INFORMATION (U.S. Dollars drawn on U.S. Bank)

A deposit of one night's room and tax is required to hold each room reservation. Credit cards will be charged at the time of reservation. The deposit will be applied to the first night of the reserved stay. Faxed forms must include credit card information.

Check #: \_\_\_\_\_  
Payable to WDW Swan & Dolphin Resort

Credit Card Payment

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

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name of Cardholder \_\_\_\_\_

Signature \_\_\_\_\_

American with Disabilities Act Compliance - Check here for special assistance and attach an explanation of need

## GENERAL INFORMATION

A limited block of rooms at a special convention rate has been reserved at the Swan and Dolphin Hotels.

**\*Additional Fees:** A Resort Service Package charge of \$10.00 per room per day will be automatically posted to the individual attendees guest room account. The Resort Service package includes in-room high speed internet access, unlimited local toll-free calls and credit card access up to sixty minutes; 10 cents a minute after 60 minutes, 2 complimentary bottles of water replenished daily, 20 minutes of domestic long distance calls, within a 24 hour period, and unlimited admission to our Health Club.

All rates are subject to applicable state and local taxes, currently 6.5% sales tax and 6% resort tax for a total of 12.5%.

**Suites:** Suites and suite rates are available from the hotel upon request, subject to availability. Contact Vanesa Hartingh at (407) 934-4268 or [vhartingh@swandolphin.com](mailto:vhartingh@swandolphin.com).

**Reservation Method:** All reservations should be made with the hotel directly. Reservations may be made by mail, phone, fax, or online at [www.actfl.org](http://www.actfl.org). If calling, you must be prepared to provide all information requested on the housing form, for each room.

**Deadline:** The cut-off date for room reservations is **October 17, 2008** provided there is an availability of rooms in the group block. Reservation requests received after this date will be handled on a space and rate available basis. The above rate will apply two days prior and two days after the meeting dates, based on availability.

**Deposit:** A deposit equal to one night's stay is required to hold an individual reservation. Credit cards will be charged at the time of reservation. The deposit will be applied to the first night of the reserved stay.

**Changes and Cancellations:** To cancel or make changes to reservations, contact the hotel directly. For a deposit refund, all cancellation requests must be received by the Walt Disney World Swan and Dolphin at least 5 days prior to arrival for a full refund.

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