

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:** 217-585-1313
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.
Housing forms will only be accepted when accompanied by credit card information.
Confirmation of hotel assignments will be **emailed** the week of October 17th.

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: _____