



HOTEL ROOM RESERVATION REQUEST FORM

WFLO Institute East – January 29 – February 2, 2022

Single Room: (4 nights at \$328 a night plus applicable taxes. Taxes are currently 16.9% taxes + \$5.00 hotel fee)

Double Room: (4 nights at \$276 a night plus applicable taxes. Taxes are currently 16.9% taxes + \$5.00 hotel fee)

Pricing Includes breakfast, breaks, lunch, dinner on Sunday and Tuesday only, internet, and parking

Please fill out this form to reserve hotel rooms for the WFLO Institute

Guest Name	Arrival Date	Departure Date	Single Room (\$328 per night)	Double Room (\$276 per person/ per night)	If Double Room selected, please provide the 2 nd guest's name
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Guest may send a check* for pre-payment of conference package or pay by credit card

Form of Payment: Check *Checks should be made payable to: GA Tech Hotel & Conference Center
Mail to: 800 Spring Street NW, Atlanta, GA 30308 USA

Fill out the credit card information below and attach a copy of their credit card for payment

PAYMENT IS DUE 10 DAYS PRIOR TO ARRIVAL

Form of Payment: MasterCard Visa American Express

Name on Credit Card: _____

Account Number: _____ **Expiration Date:** _____ **CVV Code** _____

Check here if all guest rooms on this form are to be charged to the above credit card
Should incidentals be guaranteed to the above credit card for all guests listed on this form? Yes No

AUTHORIZED SIGNATURE _____

Company Name: _____

Contact Phone Number: _____

Fax request form to reservations: (404) 838-2099 OR email to: reservations@gatechhotel.com

A confirmation reservation number will be forwarded to you via email.

