



INTERNATIONAL JOURNAL OF ARTS & SCIENCES CONFERENCE – SUMMER 2010

A block of rooms at the Suffolk University residence halls have been reserved between the dates of May 26, 2010 and June 6, 2010. Suffolk University offers single and double accommodations. Each room includes linens, local telephone service and complimentary breakfast. The residence hall features 24-hour security, air conditioning, a computer lab, twin size beds, and semi-private bathrooms. Suffolk University is conveniently located in the heart of Downtown Boston. Forms completed after May 21, 2010 may not be honored. Please contact the Office of Residence Life & Summer Programs for any early arrival/late departure requests (outside the dates indicated on this form). Receipt confirmations of reservation will be sent within 7 days of receipt of this form. Please fill out on reservation form per room requested.

PERSONAL INFORMATION					
Last Name		First		M.I.	
Primary E-mail Address					
Home Address				Box or Apt #	
City		State		ZIP	
Primary Phone Number		Male <input type="checkbox"/>		Female <input type="checkbox"/> Transgender <input type="checkbox"/>	
EMERGENCY CONTACT					
Name			Relationship		
Primary Phone Number			Secondary Phone Number		
HOUSING					
Arrival Date			Arrival Time (Check-in begins at 3:00 PM)		
Departure Date			Departure Time (Check-out ends at 11:00 AM)		
Do you have any allergies and/or medical conditions or are you taking any medications of which we should be aware when making room assignments? If yes, please explain.					
PAYMENT					
FULL payment is due in advance and must be returned with this form. Acceptable methods of payment include check (payable to Suffolk University), money order, American Express, Discover, MasterCard and Visa.					
Single Room	Number of Nights	(x 1 person) Price per night – \$78.00		Sub Total \$	
Double Room (per person)	Number of Nights	(x 2 people) Price per night – \$53.00		Sub Total \$	
Guest Name (s)					
<input type="checkbox"/> Check #	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover	<input type="checkbox"/> Master Card	<input type="checkbox"/> Visa	Grand Total
Credit Card Number				Expiration Date	
My signing below, indicates that I have read and I agree to the attached Suffolk University Individual License Agreement. Rooms will be assigned on a first come, first served basis. Contact the Office of Residence Life & Summer Programs at 617.305.2500 or summerprograms@suffolk.edu if you have any questions regarding accommodations. Cancellations will receive a full refund if cancelled (in writing to summerprograms@suffolk.edu) 48 hours prior to check-in. Refunds will not be provided for cancellations or changes to the reservation occurring within 48 hours of the guest's scheduled arrival date (as indicated on this form). Refunds will not be provided once the guest checks-in, regardless of circumstance or change in itinerary.					
Signature				Date	
Please Return this form with Full payment to:					
Residence Life & Summer Programs Attention Summer Programs 8 Ashburton Place Boston, MA 02108			summerprograms@suffolk.edu Phone:617.305.2500 Fax: 617.305.2504 www.suffolk.edu/sumconf		