INFORMATION/INSTRUCTIONS

Housing reservations for The World Space Congress • 2002 will open on 1 November 2001 at www.aiaa.org/wsc2002. For best availability and immediate confirmation, make your reservation via Internet or by phone. Faxed housing requests will take longer to process and choice hotels may not be available. Use one form per request, make photocopies as needed.


FAX Only fully completed forms will be accepted by fax at 1-713-227-6331. DO NOT MAIL FAXED FORMS.

TELEPHONE Call The World Space Congress • 2002 Housing Bureau 0800 -1700 hrs Central Standard Time, Monday - Friday at 1-888-508-5731 (Domestic) or 1-713-437-5243 (International).

ACKNOWLEDGMENT The World Space Congress • 2002 Housing Bureau will send you an acknowledgement of your reservation. Please review all information for accuracy. Email confirmations will be sent within 72 business hours of the reservation being processed; faxed and mailed confirmations in 10 -14 days. If you do not receive your acknowledgement in this time frame, please contact The World Space Congress • 2002 Housing Bureau. YOU WILL NOT receive a confirmation from the hotel.

ROOM RATES/TAXES To take advantage of the special WSC • 2002 rates, please book your reservation by 12 September 2002. Rooms will be held while availability lasts. After this date, World Space Congress • 2002 room blocks will be released and hotels may charge higher rates. All rates are subject to 17% tax, (subject to change). Special requests (i.e., King bed, 2 double beds, smoking room, non-smoking room, etc.) cannot be guaranteed, however hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in based on availability.

DEPOSITS Rooms must be guaranteed by a credit card or by check (drawn on a US bank) in the amount of your 1st night's stay, plus the 17% tax. Check deposits (drawn on a US bank) should be made payable to “WSC • 2002 Housing Bureau” and mailed to: WSC • 2002 Housing Bureau, 901 Bagby Street, Suite 100, Houston, TX 77002 USA

CANCELLATIONS, REFUNDS, CHANGES Cancellation dates without penalties are as follows. No penalty if cancellation is prior to 48 hours of arrival date: Hyatt Regency Houston, The Westin Galleria Hotel, The Westin Oaks Hotel, Sheraton Suites Houston, Renaissance Houston, Courtyard by Marriott Houston, Fairfield Inn by Marriott Houston, and Hawthorn Inn & Suites. No penalty if cancellation is prior to 72 hours of arrival date: Four Seasons Hotel, Holiday Inn Express, DoubleTree Hotel Allen Center, JW Marriott Hotel, Best Western Inn & Suites Greenway Plaza, La Quinta Inn. All changes should be made through WSC • 2002 Housing Bureau by 30 September 2002, after that date contact the hotels directly.

GUEST INFORMATION

For best availability, make your reservations via Internet at www.aiaa.org/wsc2002 or by phone at 1-888-508-5731 (Domestic) or 1-713-437-5243 (International). Otherwise complete this form and fax it to 1-713-227-6331.

Arrival Date _______________ Departure Date _______________

First Name/Given Name ___________________________

Last Name/Family Name ___________________________

Email _________________________________________

Telephone __________________ Fax ________________

If providing international numbers, please include country and city access numbers.

Organization ______________________________________

Address _________________________________________

Country/Zip/Postal Code ___________________________

HOTEL SELECTION

Please list four choices in order of preference. Refer to the back of this form for hotel information.

First __________________________ Second __________________________

Third __________________________ Fourth __________________________

☐ If all requested hotels are unavailable, please make a reservation at the next available hotel.

☐ Other __________________________

☒ Criteria for choices: ☐ Comparable Room Rate ☐ Proximity to George R. Brown Convention Center

☐ Other __________________________

# of occupants __________ # of beds requested __________

List all room occupants: _______________________________________

____________________________________

☐ Non smoking room request

☐ Check here if you have a disability requiring special services. Indicate your requests: __________________________

DEPOSIT INFORMATION

All reservation requests must be guaranteed by a credit card or check (drawn on a US Bank) in the amount of your first night's stay. Housing Forms received without a valid deposit will not be processed. Faxed requests must include a valid credit card number. Only requests with check deposits may be mailed.

☐ American Express ☐ MasterCard ☐ VISA ☐ Diner's Club ☐ Discover

Name as it appears on the Credit Card __________________________

Credit Card Number _______________ Exp. Date __________________

Cardholder's signature __________________________

Date __________________________

(Signature necessary to process reservation)

PLEASE SEE THE BACK OF THIS FORM FOR LISTING OF CONFERENCE HOTELS
## HOTEL INFORMATION

### DOWNTOWN HOUSTON

**Hyatt Regency Houston**  
154 US$, 172 US$  
and limited number of rooms at Federal Government per diem rate

**Four Seasons Hotel**  
193 US$, 213 US$

**DoubleTree Hotel Allen Center**  
139 US$, 149 US$  
and limited number of rooms at Federal Government per diem rate

**Holiday Inn Express**  
135 US$, 135 US$

### GALLERIA

**The Westin Galleria Hotel**  
144 US$, 160 US$

**The Westin Oaks Hotel**  
144 US$, 160 US$

**JW Marriott Hotel**  
145 US$, 166 US$

**Sheraton Suites Houston**  
139 US$, 149 US$

**Courtyard by Marriott Houston**  
105 US$, 105 US$

**Fairfield Inn by Marriott Houston**  
74 US$, 74 US$

### GREENWAY

**Best Western Inn & Suites Greenway Plaza**  
72 US$, 82 US$

**La Quinta Inn**  
76 US$, 76 US$

**Renaissance Houston**  
135 US$, 145 US$

**Hawthorn Inn & Suites**  
79 US$, 99 US$

### SPECIAL NOTES

All rates are subject to 17% tax (subject to change). Rates listed above reflect single/double occupancy. Rates for three and four people to a room may be available. Please inquire when making your reservation.

As standard procedures, many hotels are now charging their guests for early departure. However, some hotels allow you to change your departure date at check-in without penalty.

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**THE WORLD SPACE CONGRESS • 2002**

34th Scientific Assembly of the Committee on Space Research (COSPAR)  
53rd International Astronautical Congress of the International Astronautical Federation (IAF), International Academy of Astronautics (IAA) and International Institute of Space Law (IISL)  
Space Ops • 2002 Conference  
ISS Utilization—The Microgravity Environment  
GEORGE R. BROWN CONVENTION CENTER • HOUSTON • TEXAS USA/10-19 OCTOBER • 2002