

# IFMA World Workplace 2015

## Hotel Sub-block Request Form

Please note all sub-blocks will be released by August 10, 2015 if not utilized.

PLEASE USE A SEPARATE FORM FOR EACH SUB BLOCK.

**Please note the following restrictions:**

- Rooms are assigned on a **first-come, first-served** basis and depends on availability of space.
- World Workplace has a set amount of hotel space.
- Sub blocks may only be set through IFMA at one of the designated hotels.

---

---

Group Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Contact E-mail Address: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ Credit Card is to -  hold rooms only  hold & pay for rooms

Preferred location of sub-block:

- [Hyatt Regency](#) (Headquarters hotel) \$244 Nightly - Standard Room Single or Double Occupancy
- [Grand Hyatt](#) \$224 Nightly - Standard Room Single or Double Occupancy
- [Denver Marriott City Center](#) \$229 Nightly - Standard Room Single or Double Occupancy
- [Hilton Garden Inn](#) \$221 Nightly - Standard Room Single or Double Occupancy
- [Embassy Suites](#) \$215 Nightly - Standard Room Single or Double Occupancy
- [Sheraton](#) \$209 Nightly - Standard Room Single or Double Occupancy
- [Curtis Doubletree](#) \$205 Nightly - Standard Room Single or Double Occupancy

**SUB BLOCK AMOUNT:**

Sunday, October 4, 2015: \_\_\_\_\_ Rooms

Monday, October 5, 2015: \_\_\_\_\_ Rooms

Tuesday, October 6, 2015: \_\_\_\_\_ Rooms

Wednesday, October 7, 2015: \_\_\_\_\_ Rooms

Thursday, October 8, 2015: \_\_\_\_\_ Rooms

Friday, October 9, 2015: \_\_\_\_\_ Rooms

Saturday, October 10, 2015: \_\_\_\_\_ Rooms

**ADDITIONAL SUB BLOCK REQUIREMENTS:**

Suites: \_\_\_\_\_ Dates: \_\_\_\_\_

Hospitality Suites: \_\_\_\_\_ Dates: \_\_\_\_\_

Upgraded Rooms: \_\_\_\_\_ Dates: \_\_\_\_\_

**RESERVATION PROCESS: (choose one)**

I will provide a rooming list with all reservations by August 10, 2015 (when submitting list please provide first & last name, check-in & check-out date, and any special requests (i.e. king room, double room, allergen free, etc.) for each guest)

Attendees will call the hotel directly to make their reservations (IFMA will provide instructions after form submittal)

**ADDITIONAL COMMENTS:**

---

---

Please Return Sub-block Order Form to: Taylor Clark  
Tel: 281-974-5648; E-mail: [taylor.clark@ifma.org](mailto:taylor.clark@ifma.org)