

# IFMA World Workplace 2017

## Hotel Sub-block Request Form

Please note all sub-blocks will be released by August 18, 2017 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.
- **When e-mailing about your sub-block, please reference the hotel your sub-block is at**

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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:

- [Hilton Americas](#) (Headquarters hotel) \$213 Nightly - Standard Room Single or Double Occupancy
- [Marriott Marquis](#) \$215 Nightly - Standard Room Single or Double Occupancy
- [Hyatt Regency](#) \$196 Nightly - Standard Room Single or Double Occupancy

**SUB BLOCK AMOUNT:**

Sunday, October 15, 2017: \_\_\_\_\_ Rooms

Monday, October 16, 2017: \_\_\_\_\_ Rooms

Tuesday, October 17, 2017: \_\_\_\_\_ Rooms

Wednesday, October 18, 2017: \_\_\_\_\_ Rooms

Thursday, October 19, 2017: \_\_\_\_\_ Rooms

Friday, October 20, 2017: \_\_\_\_\_ Rooms

Saturday, October 21, 2017: \_\_\_\_\_ 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 18, 2017 (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)