

86th Annual Meeting of the American Thyroid Association (ATA) Housing Reservation, Reduction and Cancellation Policy

For the convenience of our meeting attendees, ATA selects locations where the hotel and meeting space are under one roof or within close proximity to each other. To secure this arrangement, ATA must agree to sell a certain number of hotel room nights to our attendees and sign an attrition agreement with the hotel. This is a contractual requirement from the hotel to protect itself against losses from no shows and cancellations after the hotel room special rate cut-off date assigned the ATA. In the past, attrition penalties have been incurred and absorbed by the ATA due to hotel rooms either being cancelled or simply unused. However, given the variety of ways attendees now reserve hotel rooms and/or travel arrangements for an event, ATA must enforce our existing policies to protect ourselves against such fees. As a result, all attendee reservations and group room blocks must read and sign the ATA housing cancellation policy to assist in protecting the ATA against these preventable charges. During the completion of your hotel reservation with our official vendor EventSphere, you will be asked to read and accept the ATA housing cancellation policy.

- For Individuals: You will accept the ATA housing cancellation policy by clicking “I have read and accept room policies shown above and Terms & Conditions” on the final online booking page.
- For Groups: When submitting a request for 5 or more rooms, you will be prompted to accept the housing cancellation policy terms before the request is completed.

HOUSING PAYMENT POLICY

At the time of booking, a valid method of payment is required via credit card, company check or wire transfer. Should you use a credit card, the hotel has a right to charge a one (1) night’s room and tax deposit approximately 30 days prior to arrival. For company checks or wire transfers, a credit card is needed to hold the reservation until payment is received by the housing company. Please Note: Wire transfers are subject to additional processing fees.

- If company check or wire transfer is not received within 10 days of booking, ATA and EventSphere have the right to cancel the reservation(s).

HOUSING RESERVATION, REDUCTION AND CANCELLATION POLICIES

To avoid potential attrition as a result of last minute room cancellations and other penalties associated with the ATA room block, ATA has implemented the following policies *in addition to* the hotel cancellation policies. All reservations made through the ATA Housing website must agree to the housing reservation, reduction and cancellation policy prior to securing a reservation.

I. HOUSING INDIVIDUAL RESERVATION, REDUCTION AND CANCELLATION POLICY

- Individual hotel reservations require names, contact information and a valid form of payment at time of booking.
- After August 31, 2016, any reservation cancellation is subject to a \$300 cancellation fee per person, per reservation, no exceptions.
- All cancellation fees will be invoiced by ATA within 30 days of the meeting.
- All individuals with hotel reservations must be registered for the ATA meeting by August 15, 2016. Hotel rooms not linked to a meeting registration may be questioned and subsequently removed from the block if not properly validated.
- **Please Note:** All individual reservations cancelled within 7 days prior to arrival will also be subject to the hotel cancel policy (Forfeiture of 1 night’s room and tax) in addition to the above ATA \$300 cancel fee policy.

II. HOUSING GROUP BLOCK RESERVATION, REDUCTION AND CANCELLATION POLICY:

- Until July 15, 2016, groups will be able to hold the number of rooms they actualized at the 2015 meeting, plus an additional 10% for advance-booking. If a group is reserving rooms for the first time, they will be limited to 8 rooms for advance-booking. All reservations will require individual names, contact information and a valid form of payment. Any reservation received with missing information may be cancelled. After July 15, 2016 groups may add additional rooms beyond the above to their blocks as needed.
- Between July 15, 2016 and July 31, 2016, group blocks may be adjusted as needed without penalty.
- After July 31, 2016, any room reductions or cancellation to an existing group block is subject to a \$300 cancellation fee per person, per reservation, no exceptions.
- All cancellation fees will be invoiced by ATA within 30 days of the meeting.
- All individuals in group blocks must be registered for the ATA meeting by August 15, 2016. Hotel rooms not linked to a meeting registration may be questioned and subsequently removed from the block if not properly validated.
- **Please Note:** All individual reservations cancelled within 7 days prior to arrival will also be subject to the hotel cancel policy (Forfeiture of 1 night's room and tax) in addition to the above ATA \$300 cancel fee policy.

MISCELLANEOUS

- Room rates may vary based on the number of people in each room (i.e. single or double occupancy). Final room payments must reflect the applicable rate based on occupancy including tax (all taxes and fees are subject to change without notice).

RESALE

- ATA Annual Meeting rooms may not be re-sold to other clients, third parties or sub-contractors. Re-sold rooms are subject to cancellation and no refund will be issued.

AGREEMENT

Upon submitting your group or individual reservation request, you (as the individual or group contact) agree to abide by all terms outlined in this document. ATA and EventSphere reserve the right to cancel any rooms held in this block if names/payment are not received by EventSphere in the above specified timeframe.

Housing Reservation, Reduction and Cancellation Policy Agreement *