

Today's Date \_\_\_\_\_ Company \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone; Email \_\_\_\_\_ City, State, Zip \_\_\_\_\_

BICSI is pleased to provide sub-room blocks under the 2024 BICSI® Winter Conference & Exhibition room block reserved at the **Rosen Shingle Creek in Orlando, Florida**. Sub-room blocks are being offered at the negotiated rate of U.S.\$243 + tax/night, single/double occupancy, *based on availability*. All sub-room blocks must be reserved with a *minimum of 10 rooms*. Please indicate the number of rooms below for

\_\_\_\_\_  
(Organization's Name)

DAY	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.
DATE	1/26/24	1/27/24	1/28/24	1/29/24	1/30/24	1/31/24	2/1/24
# of ROOMS							

If you require sleeping rooms prior to 26 January and/or after 1 February, rooms will be based on the hotel's availability and prevailing rates.

Please note the following reservation policies in effect for the \_\_\_\_\_ sub-room block.  
(Organization's Name)

1. A first night's deposit for each guest is due to Rosen Shingle Creek on \_\_\_\_\_ in the form of a credit card, check, or money order. If cancellation of your \_\_\_\_\_ (14 days from today) Winter Conference room reservation is necessary, you must contact the hotel and cancel 72 hours prior to arrival to be refunded your one-night deposit. Any cancellation made after 72 hours prior to arrival will result in forfeiture of that deposit. Should rooms need to be cancelled, attrition fees to BICSI may still apply. See item 3 below.
- Billing Options: PLEASE CHECK YOUR BILLING PREFERENCE**
  - ☐ **Guests Pay Own** – Each guest's credit card is required with the reservation by the reservation due date. Individual deposits will be charged to the credit card.
  - ☐ **First Night's Guarantee to Company Credit Card** – The company credit card will be authorized for one night's room/tax for each guest room. Each guest will provide payment upon arrival for the entire stay. The company credit card will be charged for any no-shows or cancellations within the cancellation policy.
  - ☐ **One Night Room/Tax to Company Credit Card** – Guests pay balance upon arrival.
  - ☐ **Room/Tax for Entire Stay to Company Credit Card** – Guests are required to provide a credit card for incidentals upon arrival.
2. \_\_\_\_\_ will provide a complete rooming list to the hotel no later than Wednesday, 20 December 2023.  
(Organization's Name)  
Changes to this list must be submitted in writing directly to Rosen Shingle Creek.
3. **Sleeping Room Attrition Fees:** In order to help prevent attrition penalties to BICSI, you will be required to utilize at least 90 percent of the TOTAL room block you have requested. Example: 50 total room nights blocked (50 x 90 percent = 45 room nights minimum). If only 40 room nights are picked up, an attrition fee of 5 room nights multiplied by the nightly room rate will be payable to BICSI. You may make a one-time reduction to the sub-room block by a maximum of 15 percent per night on or before 60 days prior to the first arrival date.

Please complete and sign this letter indicating your acceptance of the policies set forth for your room.

Thank you,  
Kim Osterman, CMP  
Manager, Conferences & Events  
800.242.7405 or +1 813.979.1991 ext. 841; Fax: +1 813.971.4311; kosterman@bicsi.org

ACCEPTED BY: Signature \_\_\_\_\_ Today's Date \_\_\_\_\_  
(Organization Representative's Signature)  
APPROVED BY BICSI: Signature \_\_\_\_\_ Today's Date \_\_\_\_\_