



**2010 NATIONAL MEDICAL ASSOCIATION'S ANNUAL CONVENTION & SCIENTIFIC ASSEMBLY PROGRAM  
July 31 – August 4, 2010 ♦ Gaylord Palms Hotel & Convention Center**

**HOUSING DEADLINE: FRIDAY, JUNE 25, 2010  
HOW TO MAKE YOUR RESERVATION:**

**🖨️  
ONLINE**  
  
24 Hours  
www.nmanet.org

**📠  
BY FAX**  
  
24 Hours  
1-703-631-6288

**☎️  
BY PHONE**  
  
8:30am – 5:00pm Eastern Time  
1- 888-744-1449  
Outside USA/Canada: 1-703-449-6418

**✉️  
BY MAIL**  
  
**NMA Housing Center**  
11208 Waples Mill Road, Suite 112  
Fairfax, Virginia, 22030 USA

*When you reserve your room in the official NMA hotel room block, the hotels will donate a portion of your room rate back to NMA to help offset convention costs.*

**CONTACT INFORMATION (all fields required):**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Professional Suffix \_\_\_\_\_

Company or Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP+4 Postal Code \_\_\_\_\_

Telephone (Country and City Codes)/Extension \_\_\_\_\_ Fax (Country and City Codes) \_\_\_\_\_

Email Address (required for confirmations) \_\_\_\_\_

**OFFICIAL NMA ANNUAL CONVENTION HOTELS:**

*Hotel accommodations will be made on a first come, first served basis. If your preferred hotel is sold out, you will be assigned the alternate hotel. The Gaylord Palms Hotel & Convention Center is the official NMA headquarter hotel. Please rank your hotel choices in order of preference, 1<sup>st</sup> and 2<sup>nd</sup>. Then select your desired occupancy type: single, double, triple, or quad. Reservation requests made directly with the hotel will not receive NMA's discounted rates.*

- Hotel Choices:  **Gaylord Palms Hotel & Convention Center** – Headquarters Hotel  
Single \$199, Double \$199, Triple \$219, Quad \$239
- Walt Disney World Dolphin**  
Single \$189, Double \$189, Triple \$214, Quad \$239

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Share With: \_\_\_\_\_

Occupancy:  Single (1 person/1 bed)  Double (2 people/1 bed)  Double/Double (2 people/2 beds)  
 Triple (3 people/2 beds)  Quad (4 people/2 beds)

Special Requests:  Smoking Room  ADA Room (list special needs)

Please list special needs, if any: \_\_\_\_\_

*NMA cannot guarantee bed type or special requests. Please confirm your request with hotel upon check in. Some special requests may cost additional.*

**ROOM GUARANTEE:**  American Express  MasterCard  Visa  
 Discover  Diners

**I understand that the assigned hotel will charge one night's room and tax to the credit card on file for cancellations not made at least seven (7) days prior to my confirmed arrival date or if I fail to check in on my confirmed arrival date.**

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

**IMPORTANT INSTRUCTIONS/POLICIES:**

- All housing forms will be processed on a space available basis. To obtain the best rates and availability, all housing forms must be received by Friday, June 25, 2010 at 5:00pm, Eastern Time.
- All reservations will be confirmed within three (3) to five (5) business days of receiving your housing form. If you have not received your housing confirmation within five (5) business days, please contact the NMA Housing Center at nmahousing@jspargo.com or 703-449-6418 to verify that your form has been received. (For faster reservations, please visit www.nmanet.org )
- A credit card must be provided to guarantee hotel reservations. Housing forms without a credit card guarantee, a valid credit card number or a credit card with an expiration date before August 2010 will not be processed.
- Changes/Cancellations: Changes, subject to availability, and cancellations may be made online at www.nmanet.org or via email at nmahousing@jspargo.com until Friday, June 25, 2010, at 5:00pm, Eastern Time. After June 25, 2010, if you need to change or cancel your reservation, you will need to call your hotel directly.
- **You must cancel your reservation at least seven (7) days prior to your scheduled arrival date to avoid penalty. The hotel will charge one-night's room and tax to the credit card on file for cancellations not made at least seven (7) days prior to your confirmed arrival date. You will also forfeit your one night's room and tax if you do not check in on your confirmed arrival date.** This cancellation policy is strictly enforced and no exceptions will be made. Please retain the cancellation confirmation from the NMA Housing Center or the cancellation number provided to you by the hotel as proof of cancellation will be required to resolve any credit card disputes.
- Hotel rates do not include tax (13%), subject to change without notification.
- Room rates at the Gaylord Palms Hotel & Convention Center do not include a \$15 per night resort fee.