



## CONFIRMATION / AGREEMENT

**Contact Name:** Dr. Richard Wang  
**Company Name:** MIT Engineering Systems Division  
**Address:** 77 Massachusetts Avenue  
E40-209 A  
Cambridge, MA 02139  
**Phone:** 617-739-7234  
**Fax:** 617-739-9367  
**Email:** rwang@MIT.EDU

**Agreement Due Date:** June 15, 2003

**Sales Manager:** Michelle Ray  
**Phone:** 617-551-0309  
**Fax:** 617-551-0444  
**Email:** mray@hotelatmit.com

**Name of Event:** MIT Executive IQ Course

The following arrangements have been made on MIT Engineering Systems Division's behalf.

### Guestroom Commitment

	Sun., Jul. 13, 2003	Mon., Jul. 14, 2003	Tue., Jul. 15, 2003
Run of House	12	12	12

### Total Rooms Reserved: 36; Guestroom Rate

Room	Single Rate	Double Rate
Standard	\$149.00	\$149.00
Suite	\$189.00	\$189.00

All rates are subject to a 5.7% Massachusetts sales tax and 6.75% City occupancy tax. Taxes are subject to change without notification. Quoted rates will be offered, based on availability, to your attendees (3) days before and (3) days after the above dates.

### Reservation Procedure:

**Individual Reservations** - It is our understanding that members of your group will make reservations directly with the hotel. All reservations must be made by **July 1, 2003**. Guests can secure their reservation by contacting the hotel directly at (617) 577-0200 or by e-mail [reservations@hotelatmit.com](mailto:reservations@hotelatmit.com). Group reservations may not be made through the "800" number or via the Internet. Please inform the members of your group to request the **MIT Executive IQ Course** room block in order to receive the group rate. Attendees will be asked for a credit card to guarantee the reservations.

After **July 1, 2003**, Hotel @ MIT may release any unreserved rooms into inventory to be offered for sale at the prevailing rate. Prior to this date, MIT Engineering Systems Division may elect to purchase remaining block inventory in order to secure the negotiated rate for attendees booking after **July 1, 2003**. Should market conditions warrant, Hotel @ MIT might elect to continue to offer the negotiated rate past the cut-off date at its discretion. This cannot be guaranteed or negotiated in advance. To avoid a cancellation fee or no-show fee of one night's room and tax, individual reservations must be cancelled no later than 3:00 PM on the day prior to arrival.

### Transportation

Hotel @ MIT will arrange daily morning transportation on Tuesday and Wednesday for this program using cab vouchers at a rate of \$7 per taxi. Each cab can hold up to 4 passengers. This charge will be billed to Richard Wang's credit card at the conclusion of the conference. Evening transportation arrangements will be made by individual guests. The hotel concierge would be happy to assist in making arrangements.