



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

Agreement Due Date: March 11, 2003

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

Name of Event: IQ Management I Training

Guestroom Rate

Room	Single Rate	Double Rate
Standard	\$149.00	\$149.00
Parkview Suite	\$189.00	\$189.00
Presidential Suite	\$800.00	\$800.00

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 **April 17, 2003**. Guests can secure their reservation by contacting the hotel directly at (617) 577-0200 or by e-mail 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 **IQ Management Training** room block in order to receive the group rate. Attendees will be asked for a credit card to guarantee the reservations.

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.

Check-in /Check-out: Check-in is 3:00 PM or later and check-out is at 12:00 PM. All guests arriving before 3:00 PM will be accommodated as rooms become available. Our concierge can arrange to check baggage for those arriving early when rooms are unavailable and for guests attending functions on departure day.

Shipping / Mailing Procedures: All deliveries of boxes and equipment to the Hotel @ MIT for your group must be pre-arranged through the Conference Service Manager. Please be sure that all packages are labeled as follows:

Hotel @ MIT
20 Sidney Street
Cambridge, MA 02139
Attn: Christina Monkevicz
Hold for: MIT Engineering Systems Division/Dr. Richard Wang
Conference dates: May 17 to May 23, 2003
Main Hotel Phone: 617-577-0200
Guest Fax: 617-494-8366

Packages may be delivered to the hotel two working days prior to the date of your event. A \$10.00 per package, per day, will be charged for all packages arriving prior to two days before the group's arrival date. Packages or materials of excessive weight or value must be approved for receipt by the hotel prior to shipping. Receiving hours are 7:00am - 4:30pm, Monday through Friday. If special arrangements for delivery are necessary, please contact your Christina Monkevicz. Hotel @ MIT reserves the right to refuse any shipments of excessive size or weight due to limited storage space without proper notification. Alternative storage space may be arranged at the customer's expense.