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Name of Event: MIT IQ Conference or IQM Course

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Guestroom Commitment

	Thu., Nov. 6	Fri., Nov. 7	Sat., Nov. 8	Sun., Nov. 9	Mon., Nov. 10	Tue., Nov. 11	Wed., Nov. 12	Thu., Nov. 13	Fri., Nov. 14	Sat., Nov. 15	Sun., Nov. 16
Standard	10	40	30	20	20	20	20	20	5	5	5

Guestroom Rate

Room	Single Rate	Double Rate
Standard	\$129.00	\$129.00
Double/Double	\$129.00	\$129.00
Queen	\$129.00	\$129.00
Suite	\$179.00	\$179.00
Parkview Suite	\$179.00	\$179.00
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 **October 7, 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 be made by calling 1-800-222-TREE or via the Internet on www.hotelatmit.com using convention code IQ4.** Please inform the members of your group to request the **MIT IQ Conference or IQM Course** room block in order to receive the group rate. Attendees will be asked for a credit card to guarantee the reservations.

After **October 7, 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 **October 7, 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.

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.

Security: We have no insurance for and are not responsible for any loss or damage to your property. If required, in our sole judgment, in order to maintain adequate security measures in light of the size and/or nature of your function, you will provide, at your expense, security personnel supplied by a reputable licensed guard or security agency doing business in the city or county in which we are located, which agency will be subject to our prior approval.

Auxiliary Aids: The Hotel represents and you acknowledge that the Hotel facilities being rented for you including guest rooms, common areas and transportation services will be in compliance with our public accommodation requirements under the Americans With Disabilities Act. You agree that one week in advance you will furnish to us a list of any auxiliary aids needed by your attendees in meeting or function space. You agree to pay all charges associated with the provision of such aids. When your attendees make room reservations, please ask them to notify us of their auxiliary aid needs so that we may notify you as to the names of businesses with which you may contract to obtain those aids.