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# Speaker Housing & Travel Template

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
E-mail \_\_\_\_\_

## 1. Travel Information:

Please provide your preference for departing city, departure time and date. We will contact you with times and dates for your selection prior to booking flights.

Departure city \_\_\_\_\_  
Airport \_\_\_\_\_  
Departure date/time \_\_\_\_\_  
Return date/time \_\_\_\_\_

If you plan to book your own flight, please provide the following information prior to event:

Airline \_\_\_\_\_  
Departure city \_\_\_\_\_  
Departure date \_\_\_\_\_  
Arrival time \_\_\_\_\_  
Return date/time \_\_\_\_\_

## 2. Housing Information:

Smoking/Non-smoking \_\_\_\_\_ King/Double \_\_\_\_\_  
Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_  
# Guests \_\_\_\_\_ Other \_\_\_\_\_

If you are staying additional nights than currently listed in your contract, please provide credit card information so the we can make those reservations for you.

Credit Card Type \_\_\_\_\_ Number \_\_\_\_\_  
Expiration Date \_\_\_\_\_