

**CONFERENCE DESCRIPTION**

Accommodations are available in the UC Davis residence halls for official guests of UC Davis. Your accommodations include lodging, meals, and access to recreational facilities. Housing space on-campus is limited; timely submission of a reservation form will assure a space. Please submit one reservation form per guest.

Summer Visitor Housing accommodations are located in Miller Hall, a cluster style residential hall complex, situated on the north end of campus. Conference Housing provides clean, comfortable accommodations that are a basic amenity type of facility and may not be comparable to guest expectations if they plan to stay in a full service hotel/motel. Accommodations are Standard Service: Linen, folded and placed on the bed, includes 2 sheets, 2 towels, 1 washcloth, pillow, pillowcase, blanket, and mattress pad (no bedspread). A small bar of soap and a plastic cup are also provided. Daily bed making is not provided during your stay. Linens can be exchanged at the service desk. Telephone service is not provided. There are no pay telephones in the residence hall complexes.

**Dining**

Meals are professionally prepared and served platform style in the Segundo Dining Facility; unless otherwise designated. The menu offers a wide variety of hot and cold entrees, a vegetarian entrée, extensive salad and sandwich bars, soups, fresh fruits, desserts and beverages. Guests are welcome to return for additional servings as often as they wish.

**Parking**

Miller Hall guests are suggested to park in Visitor Parking Lot 25. There is a charge for campus parking each weekday; parking is free on Saturday and Sunday except during special events. Permits can be purchased at parking lot permit dispensers. Please contact Transportation and Parking Services at [530] 752-8277 for current rates.

**Guaranteed Reservations**

Reservations will be made on a first come, first served basis and will not be guaranteed if payment is not received 2 business days of arrival date; rooms will be guaranteed only when full payment is received in advance. To reserve accommodations, please complete the reservation form and submit with full payment to the address noted on the form. Traveler's checks, Cashier's checks, personal checks, money orders, credit cards (Visa & MasterCard) and bank wire will be accepted. All charges must be paid in US currency. Checks must be made payable to UC Regents. Credit card payments accepted by mail or phone only; do not submit credit card # electronically per security policy. (If paying by credit card, feel free to scan and email your reservation form then call our office at 530-752-8000 with your credit card information.) Bank Wire can be requested through the following Western Union Link: <https://gpx.globalpay.wu.com/ucdconferencehousing>.

After we receive your payment and verify availability, you will receive an email confirmation of your reservation with detailed instructions for check in and how to obtain your room key and meal card.

**CANCELLATIONS**

All cancellations for accommodations must be made at least two weeks prior to the first arrival date of the reservation. An administrative service fee of \$25 will be deducted from the refund amount. A refund check will be mailed to the guest approximately two to four weeks after the notification. Full payment will be forfeited if cancellation notification is not received at least two weeks prior to the first conference arrival date.

**UNIVERSITY & RESIDENCE HALL REGULATIONS**

Guests staying in the residence halls are expected to abide by all University & Residence Hall Regulations <http://www.confhsg.ucdavis.edu/pdf/regulations.pdf>. UC Davis is a smoke and tobacco free campus. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space. Additional information and specifics regarding the policy are available at <http://breathefree.ucdavis.edu/index.html>.

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the university on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as covered veteran (special disabled veteran, Vietnam era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). The University of California is an affirmative action/equal opportunity employer. Inquiries regarding the university's equal employment opportunity policies may be directed to Rahim Reed, Associate Executive Vice Chancellor-Campus Community Relations, Offices of the Chancellor and Provost, UC Davis, One Shields Ave., Davis, CA 95616; (530) 752-2071; fax (530) 754-7987; e-mail reed@ucdavis.edu. Speech or hearing impaired may dial (530) 752-7320 (TDD).

**Contact Information**

Male  Female

Name: Last	First		
Street Address			
City	State	ZIP Code	
Country			
Cell Phone	Business phone		
E-Mail Address	Home/Other phone		

**Conference Information**

Accommodations are in air-conditioned single occupancy bedrooms. Daily bed making is not included. Card operated laundry rooms are located adjacent to the facilities. Packages include access to campus recreational facilities; dinner on the day of arrival, breakfast, lunch, and dinner during your stay, and breakfast and lunch on the date of departure.

Affiliation or Business at UC Davis			
Department Contact Name	Contact Email		

**Plan A [1-18 Nights]**  
\$88.50

**Plan B [19-39 Nights]**  
\$76.00

**Plan C [40+ Nights]**  
\$75.00

Arrival Date	Departure Date			
# of nights	X	Plan Price =	Total amount due	\$

**Check In Time: 4pm**

**Check Out Time: Noon**

<b>FOR OFFICE USE</b>	Plan _____	<b>Send Completed form to:</b>
In CP <input type="checkbox"/> Ack- Email <input type="checkbox"/>	Yr    ttl\$    bn    ces    rec    sas	University of California, Davis Conference Housing [SVH17] 1049 La Rue Rd Room #3300 Davis, CA 95616
Pmt Ent <input type="checkbox"/> Pmt Process <input type="checkbox"/>	16/17 _____	
Confirmation Email Sent <input type="checkbox"/>	17/18 _____	
Assign <input type="checkbox"/> Pkt Made <input type="checkbox"/>	ttl _____	

**Payment**

Please make checks payable to UC Regents, Cashier's Checks must be in US dollars. Credit card payments accepted by **mail or phone**; **do not submit electronically per security policy. Full payment must be received with this form no later than 2 business days of arrival date in order to guarantee the reservation.**

Payment Method:  Cash  Check  Visa  MasterCard  Bank Wire  Dept. Recharge # \_\_\_\_\_

Signature \_\_\_\_\_

[required for valid credit card transaction] I authorize UC Davis Conference Housing to charge the amount shown.

Credit Card # \_\_\_\_\_ Expiration: \_\_\_\_\_

Please print, do not submit Credit Card #electronically (see Guaranteed Reservations above)