

**2007 National Weather Service Conference**  
 March 1-3, 2007 – Group 3879

**NAME:** \_\_\_\_\_  
(Last) (First)

**ADDRESS:** \_\_\_\_\_  
(Street)  
 \_\_\_\_\_  
(City) (State) (Zip)

**PHONE #:** (\_\_\_\_) \_\_\_\_\_ **FAX#:** (\_\_\_\_) \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**Arrival Date:** \_\_\_\_\_ **Departure Date:** \_\_\_\_\_ **No. of People:**   1  

**Rate:**

**\$70.00 taxable - standard**  
 (personal credit card or cash)  
 (single occupancy only)

**\$110.00 taxable - suite**  
 (personal credit card or cash)  
 (single occupancy only)

**Credit Card #:** \_\_\_\_\_  
(must have to hold room reservation) **(Exp. Date)**

**Do you need transportation to/from the Oklahoma City Airport?** Yes No  
 Rate: \$23 each way

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Arrival Flight #: \_\_\_\_\_ Departure Flight Time: \_\_\_\_\_

Arrival Carrier: \_\_\_\_\_ \*Departure Shuttle Time: \_\_\_\_\_

Arrival Flight Time: \_\_\_\_\_ \*Departure Shuttle requires 2 hour minimum from flight time.

*\*All transportation reservations must be made by 9 am the day prior to arrival/departure.*

**NCED Conference Center Accommodations & Booking Policies**

*The NCED Conference Center is a non-smoking facility. All rooms have one queen-size bed. Children under the age of 18 cannot be accommodated.*

*These rates include guest room, use of our 60,000 sq. foot state-of-the-art fitness, which contains an Olympic size pool, hot tubs, sauna, gymnasium, indoor running track, and tennis & racquetball courts.*

*Cancellations must be received by 6pm on the date of arrival to avoid a "No-Show" charge of one nights' room and tax. Upon receipt of completed reservation form, the NCED Conference Center will confirm reservation with guest via telephone or fax.*

**Please fax completed form to:**  
**Fax# 405-366-1865**  
**2801 East Highway 9**  
**Norman, OK 73071**  
**Due: Feb. 8, 2007**

**DIRECTIONS**

I-35 South toward Dallas. Exit at 108A East on Highway 9 to 24<sup>th</sup> Avenue SE. Hotel is one block ahead on the left. Entrance will say "National Center for Employee Development"

(If you would like a map faxed to you please let us know (405) 447-9000, ext. 0.)

For more information, please visit our website [www.nced.com](http://www.nced.com)

<b>CONFIRMATION INFORMATION</b> (To be completed by NCED Front Desk):			
<b>Confirmation #:</b>		<b>Folio #:</b>	
<b>Room Rate:</b>		<b>Confirmed by:</b> <small>(Front Desk Associate)</small>	<b>Date Faxed:</b>