



Facility Fusion

# IFMA FACILITY FUSION 2025

## Hotel Sub-Block Request Form

Please note all sub-blocks will be released by **March 17<sup>th</sup>**. All Rooms must be guaranteed. PLEASE USE A SEPARATE FORM FOR EACH SUB BLOCK.

Please note the following restrictions:

- ▶ Rooms are assigned on a first-come, first-served basis and depends on availability of space.
- ▶ Facility Fusion has a set amount of hotel space. No extensions will be available.
- ▶ Sub blocks may only be set through IFMA at the designated hotel.

Group Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact E-mail Address: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Credit Card is to -  hold rooms only  hold & pay for rooms

\*SOME HOTELS MAY REQUIRE A SEPARATE FORM OR ONLINE SUBMISSION OF CREDIT CARD GUARANTEES

### HEADQUARTER HOTEL:

Renaissance Austin Hotel \$261 nightly, Single or Double Occupancy

#### SUB BLOCK AMOUNT:

Monday, April 28: \_\_\_\_\_ Rooms

Tuesday, April 29: \_\_\_\_\_ Rooms

Wednesday, April 30: \_\_\_\_\_ Rooms

Thursday, May 1: \_\_\_\_\_ Rooms

Friday, May 2: \_\_\_\_\_ Rooms

Saturday, May 3: \_\_\_\_\_ Rooms

Suites: \_\_\_\_\_ Dates: \_\_\_\_\_

Hospitality Suites: \_\_\_\_\_ Dates: \_\_\_\_\_

Upgraded Rooms: \_\_\_\_\_ Dates: \_\_\_\_\_

Meeting Space: \_\_\_\_\_ Dates: \_\_\_\_\_

#### RESERVATION PROCESS: (choose one)

I will provide a rooming list with all reservations by March 17<sup>th</sup> (when submitting list please provide first & last name, check-in & check-out date, and any special requests (i.e. king room, double room, allergen free, etc.) for each guest. REQUESTS ARE SUBJECT TO HOTEL AVAILABIITY AT THE TIME OF CHECK-IN

Attendees will call the hotel directly to make their reservations (IFMA will provide instructions after form submittal)

#### Additional Comments: