



# IFMA World Workplace 2024

## Hotel Sub-Block Request Form

Please note all sub-blocks will be released by **August 1, 2024** 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.
- World Workplace has a set amount of hotel space. No extensions will be available.
- Sub blocks may only be set through IFMA at one of the designated hotels.
- **When e-mailing about your sub-block, please reference the hotel your sub-block is located.**

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**

### PREFERRED LOCATION OF SUB-BLOCK:

- |  |  |
|--|--|
| <input type="checkbox"/> Grand Hyatt San Antonio         | \$274 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Marriott Riverwalk              | \$270 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Marriott Rivercenter            | \$270 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Courtyard by Marriott           | \$230 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Hilton Palacio Del Rio          | \$232 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> La Quinta Inn & Suites Downtown | \$219 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Sonesta ES Suites Downtown      | \$214 Nightly - Standard Room Single or Double Occupancy |

### SUB BLOCK AMOUNT:

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| Sunday, October 6: _____ Rooms  | Wednesday October 9: _____ Rooms  |
| Monday, October 7: _____ Rooms  | Thursday October 10: _____ Rooms  |
| Tuesday, October 8: _____ Rooms | Friday, October 11: _____ Rooms   |
|                                 | Saturday, October 12: _____ Rooms |

### ADDITIONAL SUB BLOCK REQUIREMENTS:

- |   |   |
|---|---|
| <input type="checkbox"/> Suites: _____ Dates: _____         | <input type="checkbox"/> Hospitality Suites: _____ Dates: _____ |
| <input type="checkbox"/> Upgraded Rooms: _____ Dates: _____ | <input type="checkbox"/> Meeting Space: _____ Dates: _____      |

### RESERVATION PROCESS: (choose one)

- I will provide a rooming list with all reservations by August 1, 2024 (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 AVAILABILITY 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:

Please Return Sub-block Order Form to: **Barry Brantley**  
 E-mail: [BBrantley@HelmsBriscoe.com](mailto:BBrantley@HelmsBriscoe.com)  
 Toll free Number 877-328-6038  
 Cell Phone 504-782-0417