



IFMA World Workplace 2020

Hotel Sub-Block Request Form

Please note all sub-blocks will be released by **October 12, 2020** 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 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

*** GAYLORD TEXAN MAY REQUIRE A SEPARATE FORM OR ONLINE SUBMISSION OF CREDIT CARD GUARANTEES**

LOCATION OF SUB-BLOCK:

Gaylord Texan

\$217 Nightly - Standard Room Single or Double Occupancy

SUB BLOCK AMOUNT:

Sunday, December 6, 2020: _____ Rooms

Wednesday, December 9, 2020: _____ Rooms

Monday, December 7, 2020: _____ Rooms

Thursday, December 10, 2020: _____ Rooms

Tuesday, December 8, 2020: _____ Rooms

Friday, December 11, 2020: _____ Rooms

ADDITIONAL SUB BLOCK REQUIREMENTS:

Suites: _____ Dates: _____

Hospitality Suites: _____ Dates: _____

Upgraded Rooms: _____ Dates: _____

Meeting Space: _____ Dates: _____

RESERVATION PROCESS:

Provide a final rooming list with all reservations by October 12, 2020 to cynthia.thompson@ifma.org (when submitting list please provide first & last name, check-in & check-out date, and any special requests (double room, allergen free, etc. for each guest)) REQUESTS ARE SUBJECT TO HOTEL AVAILABILITY AT THE TIME OF CHECK-IN

Additional Comments:

Please Return Sub-block Order Form to: **CYNDY THOMPSON**

E-mail: cynthia.thompson@ifma.org

Cell Phone 832-971-6145