



# IFMA World Workplace 2021

## Hotel Sub-Block Request Form

Please note all sub-blocks will be released by **September 3, 2021** 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 PALMS MAY REQUIRE A SEPARATE FORM OR ONLINE SUBMISSION OF CREDIT CARD GUARANTEES**

### LOCATION OF SUB-BLOCK:

Gaylord Palms

\$219 Nightly - Standard Room Single or Double Occupancy

### SUB BLOCK AMOUNT:

Monday, October 25, 2021: \_\_\_\_\_ Rooms

Wednesday, October 27, 2021: \_\_\_\_\_ Rooms

Tuesday, October 26, 2021: \_\_\_\_\_ Rooms

Thursday, October 28, 2021: \_\_\_\_\_ Rooms

### ADDITIONAL SUB BLOCK REQUIREMENTS:

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

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

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

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

### RESERVATION PROCESS:

I will Provide a rooming list with all reservations by **September 3, 2021** to [cynthia.thompson@ifma.org](mailto: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](mailto:cynthia.thompson@ifma.org)

Cell Phone 832-971-6145