**2016 ADTSEA Conference July 17-20 - Red Lion Inn on the River**

**Lodging Assistance Application**

**Application must be received by 5pm on May 31, 2016**

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Attendee Name Employer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attendee Address City State Zip

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Email

**I am requesting the following assistance:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Length of Hotel Stay:** | **July 17, 2016** | **July 18, 2016** | **July 19, 2016** |
| **1 Night** |  |  |  |
| **2 Nights** |  |  |  |
| **3 Nights** |  |  |  |

**\*\*Conference registration should be submitted before applying for lodging assistance.\*\***

Special accommodations required (Accessibility, Service Animal, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Terms and Acknowledgement:**

I understand that my registration fee must be paid in full and I will attend the conference in order to be eligible for lodging assistance. WOU-TRI is providing free standard lodging only. If I wish to upgrade my room, I must coordinate with WOU-TRI and pay for the difference in rate directly to the hotel. If my application for lodging assistance is approved, WOU-TRI will notify me and reserve my room. I do not need to make my own reservations.

In the event that I am unable to attend the 2016 ADTSEA Conference, I understand that I am responsible for canceling my hotel reservation with WOU-TRI. This cancelation must be in written form, either through mail or email. If it is sent via U.S. mail, it must be postmarked no later than July 1st. If the cancelation is sent via email, it must be sent to trafficsafety@wou.edu by 3pm July 8th. Cancelations will NOT be accepted by phone. I acknowledge that if I do not attend the conference and fail to cancel my reservation by the above date, WOU-TRI will invoice me for the full lodging expense.

Individuals receiving lodging reimbursement from their employers are not eligible for lodging assistance through WOU-TRI. I understand that lodging assistance is available on a first-come, first-served basis, and not all applicants may receive this benefit.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submit to:**

Attn: Traffic Safety Education

The Research Institute

Western Oregon University

345 N Monmouth Ave

Monmouth, OR 97361

Fax: 503-838-8150 Email: trafficsafety@wou.edu