

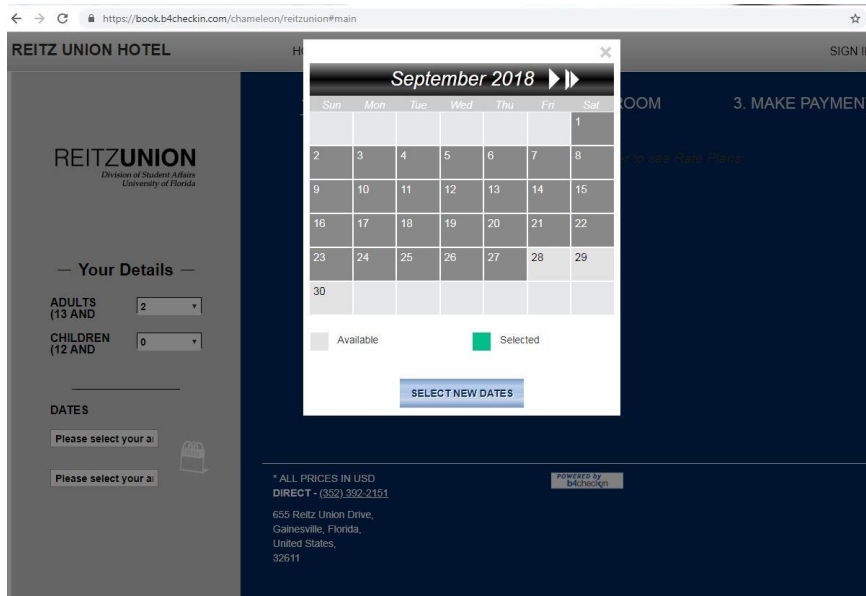


Registration Form

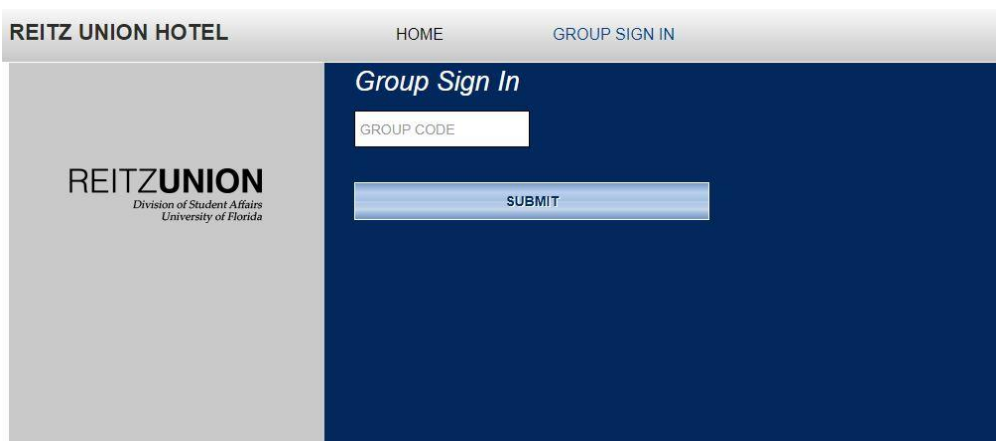
Attendee Contact Information		
First Name <small>Click to enter text</small>	Last Name <small>Click to enter text</small>	Institution/Company <small>Click to enter text</small>
Address <small>Click to enter text</small>	City/State/Zip <small>Click to enter text</small>	Email <small>Click to enter text</small>
Cell Phone <small>Click to enter text</small>		
Registration Fee \$100		
<p>No need to send payment now. You will receive a bill in mid-September requesting payment of the registration fee (checks only).</p> <p>Payment must be received by 10/19/21.</p>		
Event Information/ Meals included in registration		
<p>Meeting location: Reitz Union, Room 3315</p> <p>11/3 – 6:00 p.m. - Welcome Dinner</p> <p>11/4 – 8:30 a.m. – Meeting 12:30 p.m. – Lunch 1:30 p.m. – Tours 6:00 p.m. – Dinner</p> <p>11/5 – 8:30 a.m. – Meeting 12:00 p.m. – Boxed Lunch 12:30 p.m. – Depart</p>		
Dietary Needs (Please choose any that may apply)		
<input type="checkbox"/> Vegetarian Meal <input type="checkbox"/> Vegan Meals <input type="checkbox"/> Dairy Free Meals		
<input type="checkbox"/> Other, please explain <small>Click to enter text</small>		
Lodging Information		
<p>Reitz Union Hotel Located in the Reitz Union 686 Museum Road, Gainesville, FL 32611 Phone: 352-392-2151 https://union.ufl.edu/hotel/</p> <p>A block of 25 rooms has been reserved at the Reitz Union Hotel. The instructions for reserving your room are below. The room sizes, rates and number available are:</p> <ul style="list-style-type: none"> • Standard, two double beds – \$99 – 20 <ul style="list-style-type: none"> • Standard, one queen - \$99 – 2 • Deluxe, two queen - \$109 – 3 <p>A continental breakfast is included in this rate. You will be responsible for the room rate, tax and any phone charges.</p> <p>Please reserve your room before 10/19/2021.</p>		
<p><i>Email completed registration form to Dee Boyle by August 30, 2021</i></p>		
Host Contact Information		
<p>Dean Kopsell – dean.kopsell@ufl.edu - 352-294-3059 OR Dee Boyle – deeks@ufl.edu - 352-273-4791</p>		

Placing an online reservation within a group room block

1. Navigate to the Reitz Union Hotel Online booking engine located at: <https://book.b4checkin.com/chameleon/reitzunion#main>
2. A calendar will pop up on the screen indicating an option to select an arrival date. Click the grey X in the right hand corner of this calendar pop up to remove it from the screen.



3. Navigate to the top grey bar on the screen. Click the "GROUP SIGN IN" tab. This will take you to the group room block page.



REITZ UNION | Hotel

4. Enter the group code and click submit. You will be taken to a page with available rooms

The screenshot shows the '2. SELECT A ROOM' step of the booking process. The page is titled 'REITZ UNION HOTEL' and includes navigation links for 'HOME', 'GROUP SIGN IN: PDSTM-UF CONFERENCE DEPT.', and 'SIGN IN'. The current step is '2. SELECT A ROOM', with '1. SELECT A RATE' and '3. MAKE PAYMENT' also visible. On the left, there is a sidebar with 'Your Details' including 'ADULTS (13 AND)' set to 2 and 'CHILDREN (12 AND)' set to 0. Below that, 'DATES' are set to 'May 06, 2019' and 'May 07, 2019'. Under 'Your Reservation', the group name is 'PDSTM-UF CONFERENCE DEPT.', with 2 adults, check-in on May 06, 2019, and check-out on May 07, 2019. The main content area displays four room options with photos: 'Standard Double', 'Standard Queen', 'Deluxe King', and 'Deluxe 2-Queen'. Each room has a small information icon to its right.

5. Once the desired room type has been selected, you will be taken to the Guest profile sign in page. If you do not have a profile with the Reitz Union Hotel, you can opt to continue as a guest.

The screenshot shows the '3. MAKE PAYMENT' step of the booking process. The page is titled 'REITZ UNION HOTEL' and includes navigation links for 'HOME', 'GROUP SIGN IN: PDSTM-UF CONFERENCE DEPT.', and 'SIGN IN'. The current step is '3. MAKE PAYMENT', with '1. SELECT A RATE' and '2. SELECT A ROOM' also visible. On the left, there is a sidebar with 'Your Reservation' details: '\$ 110.39 INCLUDING TAX', 'ROOM TYPE: STANDARD DOUBLE', 'GROUP NAME: PDSTM-UF CONFERENCE DEPT.', 'ADULTS (1...): 2', 'CHECK IN: MAY 06, 2019', 'CHECK OUT: MAY 07, 2019', 'NIGHTS: 1', 'MAY 06: \$ 99.00', 'ROOM: \$ 99.00', 'TOTAL: \$ 110.39', and 'TAXES AND APPLICABLE FEES: \$ 11.39'. The main content area is titled 'Sign in to your guest profile' and contains a sign-in form with 'EMAIL' and 'PASSWORD' fields, a 'Forgot your password?' link, and two buttons: 'CONTINUE' and 'CONTINUE AS A NEW GUEST'. At the bottom, there is a footer with '* ALL PRICES IN USD', 'DIRECT - (352) 392-2151', and the hotel's address: '655 Reitz Union Drive, Gainesville, Florida, United States, 32611'.

6. Once reservation and payment details have been entered and the reservation has been made, you will receive confirmation and a reservation number indicating successful booking.