



HOTEL RESERVATION FACT SHEET
Microbicide Trials Network Annual Meeting
February 10-14, 2013

Group reservations have been contracted with the Bethesda North Marriott Hotel & Conference Center. Please see below important rate information and details for securing your reservations. **All meeting participants will be responsible for securing their own reservations.**

Meeting Hotel:

Bethesda North Marriott Hotel & Conference Center
5701 Marinelli Road
North Bethesda, MD 20852

Rates:

\$159.00 + 13% state and local taxes: single standard room/double standard room

How to make reservations:

Reservations will be accepted via calling (1-301-822-9200/hotel direct or the dedicated Group Reservations toll-free at 1-877-212-5752) and identifying the Microbicide Trials Network 2013 Annual Meeting / Reference # M-GD152D. All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card. The hotel will not hold any reservations unless secured by one of the above methods.

A dedicated booking website has been created for our event so guests are able to make, modify and cancel hotel reservations online, as well as take advantage of any room upgrades, amenities or other services offered by the hotel. <https://resweb.passkey.com/go/7195858a>

The **FINAL** cut-off date for securing reservations at the Bethesda North Marriott & Conference Center is **Saturday, January 19, 2013**. Room rate and availability cannot be guaranteed thereafter.

The MTN group rate will be made available three days pre February 10, 2013 and post February 14, 2013 based upon hotel availability.

Reimbursement:

At the completion of the meeting, please submit your receipts to the attention of Melissa DeGore, MTN Fiscal Director, Magee-Womens Research Institute, 204 Craft Avenue, Room A322, Pittsburgh; PA 15213. The MTN Fiscal Team will review each reimbursement request prior to processing. You must complete the MTN reimbursement memo <http://www.mtnstopshiv.org/node/2655> with your receipts.

If you have any questions, please do not hesitate to contact me.

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