Required Conference Attendee Information

A written guaranteed number of attendees must be submitted fourteen (14) calendar days prior to the start of the conference. \*This information will be collected by Conferences Services if using our registration services.

## Housing

* Total Number of conference attendees
* Number of Single Rooms requested
* Number of Double Rooms requested
* First Name, Last Name
* Gender
* Complete Address, including Country (if not U.S.)
* Preferred Phone Number
* Check In Date
* Check Out Date
* Cornell ID (if applicable)
* Cornell Net ID (if applicable)
* Email Address
* Preferred Room Type
* Roommate Request
* Under 18 during the time of residence (Y/N)?
* Emergency Contact Name
* Emergency Phone Number
* Emergency Address

## Gym Passes

* Number of passes needed
	+ $7.00 per person/day
	+ $20 for one week

## Dining

* Dates attendees will be eating in dining halls
* Roster of all attendees that will participating in a meal plan
* The number attendees for each meal, each day of the conference
	+ Number of attendees having breakfast each day
	+ Number of attendees having lunch each day
	+ Number of attendees having dinner each day
* Do any of your guests have food allergies that may require special attention?

Bus Passes

* Number of 1-day passes needed ($3/ea.)
* Number of 5-day passes needed ($15/ea.)
* Custom bus pass:
* Number of passes
* How many days for each pass

Additional information:

* Excursion/chartered bus count, etc.