

FOR MORE INFORMATION:

Conference and Event Services
 University of Missouri-St. Louis
 One University Boulevard
 Provincial House N105
 St. Louis, MO 63121-4499
 Phone: 314.516.4399
 Fax: 314.516.6878
 E-Mail: umslconf@msx.umsl.edu

**FOR OFFICE USE ONLY**

| | |
|----------------------|--|
| Date request: | |
| EMS Booked: | |
| Email Conf.: | |
| Print Conf.: | |
| Park, Internet, Key: | |
| Room Assignment: | |
| Paid in Full: | |
| Checked Out: | |

| | |
|----------------------------|--|
| Guest's Information | |
| Guest's Name | |
| Mailing Address | |
| City, State, Zip Code | |

| | |
|------------------------------------|--|
| Guest's Contact Information | |
| Daytime Phone | |
| Evening or Mobile Phone | |
| Fax | |
| Email Address | |

| | |
|----------------------------------|--|
| Guest Housing Information | |
| Arrival Date | |
| Arrival Time | |
| Arriving by | |
| Departure Date | |
| Departure Time | |

| | |
|----------------------------------|--|
| Number of rooms requested | |
| Single Male | |
| Single Female | |

| | |
|---|--|
| Payment Information (UMSL can only accept Cash, Check, or Money Order) | |
| Payment will be made by | |
| Sponsoring Department | |
| Charge to student account | |

| | |
|---|--|
| Miscellaneous Information | |
| Will you be parking a vehicle on campus (Parking is \$1 per day)? | |
| Will you need Conference and Event Services to provide bed and bath linens? | |
| Are you here with a conference? If yes, provide the name. | |

To return this completed form to be processed by the Coordinator:

- Email it to bowesa@umsl.edu,
- Fax to 314.516.6878 (Attn: Allyson Bowes), or
- Mail it to the mailing address above