

# IFMA'S WORLD WORKPLACE 2009 BOOKING HOTEL AND TRAVEL



Speakers are required to stay in one of the four host hotels. Carlson Wagonlit is the official housing bureau for IFMA's World Workplace 2009 Conference & Expo. To qualify for the special conference rates, hotel reservations must be made and processed by Carlson Wagonlit (CWT). If you contact the hotels directly, you will be told that they are sold out.

Hotel reservations must be received by September 7, 2009. Telephone reservations will not be accepted; however, if you have any questions, **please contact CWT toll-free at 1-888-400-4362 or by e-mail at [ifma@carlsonwagonlit.com](mailto:ifma@carlsonwagonlit.com)** (please identify yourself as an IFMA's World Workplace speaker).

Carlson Wagonlit Travel (CWT) is the official housing bureau for IFMA's World Workplace. The housing bureau will only book rooms at hotels within the block using previously negotiated rates that IFMA contracted years in advance. In most cases, CWT will contact World Workplace attendees and exhibitors only after hotel rooms have been secured. CWT will not contact you via telephone unless you contacted them first and asked them to return your call. If you are contacted by a housing provider other than Carlson Wagonlit Travel, please contact IFMA immediately by e-mail at [events@ifma.org](mailto:events@ifma.org) or by phone at +1-713-623-4362, ext. 180.

## Official Hotels

### Official World Workplace 2009 Hotels:

|  |   |  |
|--|---|--|
| <p><b>1</b><br/><b>The Peabody Orlando*</b><br/><i>Headquarters Hotel</i></p> <p>9801<br/>International<br/>Drive Orlando,<br/>Fla. 32819</p> <p>US\$238<br/>single/double</p> |  | <p>The Peabody Orlando is a masterpiece of contemporary design and luxurious décor and furnishings. Since opening its doors in 1986, The Peabody Orlando has established itself as the Orlando convention hotel of choice for the nation's professional meeting planners. As one of only two Mobil Four-Star, AAA Four Diamond hotels in the entire city, the Peabody's luxury accommodations match world-class lodging with a convenient setting.</p> |
| <p><b>2</b><br/><b>The Rosen Centre*</b></p> <p>9840<br/>International<br/>Drive Orlando,<br/>Fla. 32819</p> <p>US\$215<br/>single/double</p>                                  |  | <p>This award-winning hotel meets a spectacular standard of quality, featuring exceptional facilities, a highly respected staff and one of Orlando's most beautiful accommodations. The Rosen Centre is perfectly located adjacent to the Orange County Convention Center. Impressive meeting capabilities combine with resort-style luxury, minutes from Orlando's famous attractions.</p>  |

**3**  
**The Rosen Plaza\***

9700  
International  
Drive, Orlando,  
Fla. 32819

US\$195  
single/double



The award-winning 800-room Rosen Plaza sets the standard in hospitality, service and value. More than just a first-class meeting facility, this 14-story hotel offers a highly respected professional staff and outstanding accommodations. Rosen Plaza is adjacent to the Orange County Convention Center. This premier hotel is at the center of Orlando's famous theme parks, only 15 minutes from downtown Orlando, across the street from Pointe Orlando shopping, dining and entertainment complex, and only 15 minutes from Orlando International Airport.

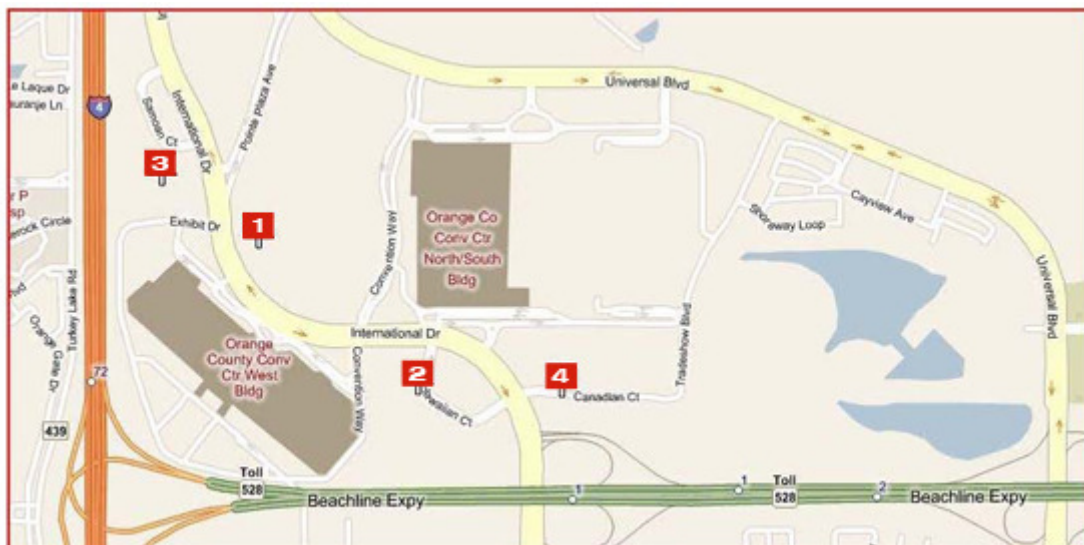
**4**  
**The Hilton Orlando**

6014 Canadian  
Court, Orlando,  
Fla. 32819

US\$219  
single/double



Located on 26 acres, the Hilton Orlando is connected by open-air walkway to the North/South Building of the Orange County Convention Center. Features include 1,400 luxurious guest rooms and suites; a recreational menu offering a 15,000 square foot spa, fitness room, two outdoor pools, a Lazy River, cabanas, tennis, basketball, bocce and events courts; and a nine-hole Executive Putting Golf Course. Seven culinary options are available for dining. This exciting new hotel offers the warmth and exceptional meeting services that are signatures of Hilton Hotels.



**Hotel Deposits**

Each hotel requires a guarantee of a one-night per-room deposit. American Express, Diners Club, Discover, Master Card and Visa credit cards are accepted. Checks should be made payable to Carlson Wagonlit. Cash will not be accepted.

## Housing Confirmations

Carlson Wagonlit will acknowledge receipt of your housing assignments by e-mail or fax.

## Changes and Cancellations

Reservation changes (name change, arrival/departure revisions, cancellations, etc.) must be submitted to Carlson Wagonlit in writing and sent by fax or e-mail. Changes can be made up to 14 days before scheduled arrival.

Carlson Wagonlit Central Region  
4801 Woodway, Suite 400 E  
Houston, Texas 77056-1884  
T: +1-888-400-4362 || F: +1-713-622-2861  
e-mail: [ifma@carlsonwagonlit.com](mailto:ifma@carlsonwagonlit.com)

***\*Florida Green Lodging Program:** Established in 2004 by Florida's Department of Environmental Protection, the Green Lodging Program recognizes lodging facilities that have made conscientious efforts to reduce water use, conserve electricity, decrease solid waste and improve air quality. Participating businesses are eligible for three levels of designation. Both the Rosen Centre and the Rosen Plaza have a Two Palm rating (the hotel has increased its environmental performance and maintained up-to-date green practices). The Peabody Orlando is currently a Green Lodging Program applicant.*

## Reserve Flight & Rental Car

When you book your travel with Carlson Wagonlit, you will receive US\$100,000 of flight insurance at no additional cost, automatic frequent traveler credit, and unparalleled service and satisfaction.

Carlson Wagonlit Central Region Reservations  
Hours: Monday-Friday, 8:00 a.m. – 6:00 p.m.  
T: +1-713-622-8700; Toll-free: +1-800-795-9005  
F: +1-713-622-2861; e-mail: [association@carlsonwagonlit.com](mailto:association@carlsonwagonlit.com)

*\* Please identify yourself as an IFMA's World Workplace 2009 attendee.*

Once your reservation is confirmed, you will be sent a folio with your complete air itinerary, reservation confirmation number (record locator) and car rental information.

## U.S. Military and Federal Employees

Carlson Wagonlit is contracted as a travel management center with the General Services Administration. Contact Carlson Wagonlit for airline reservations and contract airfare information. Payment can be made by GTR or with your government American Express account. When calling, please identify yourself as a federal traveler to IFMA's World Workplace 2009.

## Travel Discounts

IFMA has negotiated discounted fares with the following major airlines for World Workplace travelers.



**Discount:** 2-15% depending on class of service or Zone fare

**Visit:** [www.continental.com](http://www.continental.com) or call +1-800-468-7022

**Code:** Use Agreement code B1LPKK and Z code ZFR1B1LPKK



**Discount:** 5% off lowest fare

**Visit:** [www.aa.com](http://www.aa.com) or call +1-800-433-1790

**Code:** A1399AF



**Discount:** 5-12% depending on class of service or Zone fare

**Visit:** [www.nwa.com](http://www.nwa.com) or call +1-800-328-1111

**Code:** 391721