



## ADDITIONAL INFORMATION

You must arrange for transportation to and from the airport for personal stay extensions.

Upon arrival at the hotel, you must provide a credit card for ALL CHARGES for pre- or post-assembly rooms.

## SPECIAL NEEDS

The hotel complies with the Americans with Disabilities Act (ADA) and requests very specific information in order to best accommodate your needs. Indicate any medical conditions that RI should be aware of, as well as any special arrangements that need to be made to accommodate you.

- I require a room with a roll-in shower.
- I require a room with grab rails in the shower/tub and around the toilet.
- I require a bathtub with a portable bench and grab rails.
- I require a room with a phone for hearing-impaired individuals and a visual alarm.
- I require all literature to be written in Braille.
- I require a wheelchair/scooter.
- Other (please specify):

## ROOM PREFERENCE

(The preferences below are not guaranteed and are subject to availability upon check-in.)

- King Bed
- Two Double Beds

The Manchester Grand Hyatt San Diego is 100 percent smoke-free. This policy includes all restaurants, lounges, meeting rooms, public spaces, employee work areas, and guest rooms. Designated smoking areas will be made available outside of the hotel for guests who smoke.

## CANCELLATIONS/CHANGES

Submit any changes, corrections, or cancellations in writing (fax: +1-619-358-6729; email: [mark.hanniganii@hyatt.com](mailto:mark.hanniganii@hyatt.com)). Notify the hotel 48 hours before arrival to cancel your personal extension reservation. You will be charged one night's room and tax if you cancel less than 48 hours before your reservation. For your protection, you are encouraged to ask for a cancellation confirmation number.

Find additional information about the Manchester Grand Hyatt at [www.manchestergrand.hyatt.com](http://www.manchestergrand.hyatt.com).

Submit completed form by Friday, 29 September, to:

Reservations Department  
Manchester Grand Hyatt  
One Market Place  
San Diego, CA 92101 USA  
Fax: +1-619-358-6729  
Email: [mark.hanniganii@hyatt.com](mailto:mark.hanniganii@hyatt.com)