



# LAMP Registration Summer 2010 May 20 - May 23

\* Required field

\*\* Overnight accommodations cost \$50/person/night for double occupancy. Single occupancy is available at a cost of \$100/person/night. Accommodations will be at the Kellogg Hotel & Conference Center on the campus of Michigan State University. <http://kelloggcenter.com/>

First Name: \*

Last Name: \*

Street Address: \*

City: \*

State: \*

Zip: \*

Email: \*

Phone number (with area code):

## Accommodation Information

Please check which nights you will require overnight accommodations? \*\*  
**Check-in time is 4pm**

Thursday, May 20     Friday, May 21     Saturday, May 22     None Required

What is your gender? \*

Male     Female

Meals - Please include any dietary restrictions:

Question? Comments?  
If you would like to room with a specific individual, you may enter that person's name.



# LAMP Registration Payment Information

## Pay by Check

Checks should be made payable to: **MSU**

Mail check and registration form (*pages 1 & 2*) to:

Michigan State University Library  
Attn: Accounting Office  
100 Library  
East Lansing, MI 48824-1048

Number of nights @ \$50 (double occupancy) \_\_\_\_\_

Number of nights @ \$100 (single occupancy) \_\_\_\_\_

Total cost: \$ \_\_\_\_\_

Total cost includes the following: Hotel room, Thurs night reception/dinner, continental breakfasts on Fri & Sat, served breakfast on Sunday, lunches on Fri & Sat. Dinners on Fri & Sat will be on your own.

**For hotel cancellations or to make changes to your LAMP conference reservation, call (517) 884-0803 by 5pm on Monday, May 17. Hotel cancellations made after 5pm on Monday, May 17 may be subject to a fee of \$50.**

## Pay by Credit Card (Visa/MasterCard only)

Credit card payments can be made by telephone by calling the MSU Libraries Accounting Office at (517) 884-6389. Accounting Office hours are M - F, 8am - 12pm & 1pm - 5pm.

Credit card payments will also be accepted via secure fax at (517) 432-7397. Fill in the information requested below and fax your entire registration form (*pages 1 & 2*). Be sure to include the credit card holder's signature before faxing.

Visa       MasterCard

Name on Credit Card

Card Number

Expiration Date

Number of nights @ \$50 (double occupancy)

Total cost: \$

Number of nights @ \$100 (single occupancy)

Card Holder Signature \_\_\_\_\_

Questions? Please contact Heather Bentley, MSU Libraries Human Resources Office  
Phone: (517) 884-0803 Email: heather@msu.edu