

# SPECIAL NEEDS ROOM REQUEST

(Please read the instructions below, then fill out your section of the form completely. Type or print clearly.)

## PUBLISHER

Today's date: _____ Mobility accessible room needed <input type="checkbox"/>			Convention city: _____		
Name: _____ <small>(Same name as No. 1 below)</small>			First night room is needed (day and date): _____		
Address: _____			Last night room is needed (day and date): _____		
City: _____ <small>(Province or state) (Zone or code)</small>			You are requesting which type of accommodation? <input type="checkbox"/> Private home <input type="checkbox"/> Hotel		
Home phone: ____ - ____ - ____ Mobile phone: ____ - ____ - ____			Price you can pay for this room <u>each night</u> (See "Hotel Rooms" below.): _____		
E-mail address: _____			Will you have your own transportation while in the convention city? <span style="float: right;">Yes No</span> <input type="checkbox"/> <input type="checkbox"/>		
Congregation: _____ <small>(Name) (City) (Province or state)</small>			May the Rooming Department call you collect if more information is needed? <input type="checkbox"/> <input type="checkbox"/>		
Names of room occupants (maximum of four)	Age	Sex (M/F)	Relationship to each other	Race	Publisher, Pioneer, etc.
1.					
2.					
3.					
4.					
I hereby consent to the collection and processing of my personal data necessary for the evaluation of my request for convention rooming. I further consent to representatives of conventions of Jehovah's Witnesses processing and retaining for their use information found on this form.					
Signed by: /s/ _____ <small>(Type name to indicate signature)</small>					

## CONGREGATION SECRETARY

Please describe why this is a special need, then mail to JEHOVAH'S WITNESSES CONVENTION, using the appropriate address from the *Convention Rooming Headquarters Addresses (CO-5b)* form:

\_\_\_\_\_

\_\_\_\_\_

Signed by: /s/ \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Secretary—Type name to indicate signature) (Secretary's phone) (Secretary's e-mail address)

## ROOMING DEPARTMENT

Date request received: \_\_\_\_\_ Assigned to: \_\_\_\_\_   
(Name of hotel or householder)

Date acknowledgment sent: \_\_\_\_\_ Room rate per night: \_\_\_\_\_ Confirmation number \_\_\_\_\_

Date assignment sent: \_\_\_\_\_ Notes: \_\_\_\_\_

### READ THE FOLLOWING INFORMATION CAREFULLY BEFORE FILLING OUT THIS FORM

If you are in good standing in the congregation and have special needs that cannot be cared for by you or by the local congregation, you may request accommodations through the convention Rooming Department. Please do not wait until you arrive in the convention city to request a room.

One Special Needs Room Request (CO-5a) form should be filled out for each room. Only the names of the people who will occupy the same room should appear on this form. If you have transportation or other needs that require you to be located near those in another group, please staple or clip the *Special Needs Room Request* forms together.

The information should be typed or printed neatly on this form and given to the congregation secretary. He will check, sign, and send it to the Rooming Department for the convention you will attend.

The Rooming Department will endeavor to fill your request. Please accept the accommodations selected for you, since much hard work has gone into making these arrangements.

**Hotel Rooms:** For current rates, see the *Recommended Lodging List*. One night's deposit, payable to the hotel, will be required to hold your reservation. Remember that your conduct at the hotel should be above reproach, so as to bring honor to Jehovah's name.

**Rooms in Private Homes:** These are intended only for those whose circumstances require such economical accommodations. Since it is usually difficult to accommodate large groups at one place, you will find it advantageous to arrange smaller groups of two to four persons. This will conserve accommodations and make placement of your group easier. If you receive accommodations in a private home, it is considerate to contact the householder and confirm your arrival date and approximate time of arrival. Since you are a guest in his home, use good judgment in selecting an arrival time that will not inconvenience the householder. Your conduct in dealing with the householder and while residing in that home should reflect fine Christian principles and qualities.