



**Reference#:** M-17FWYQB

Thank you for choosing Residence Inn Boston Cambridge, located at **6 Cambridge Center, Cambridge, MA 02142-1401**, (617) 349-0700, to host the **MIT Center for Graphene Devices and 2D Systems Room Block**.

**Rooms Information:** The Hotel agrees that it will provide, and MIT Center for Graphene Devices and 2D Systems Room Block intends to use, 10 room nights in the pattern set forth below:

Date	Day	One bedroom Suite	Total Rooms
10/31/2013	Thu	10	10

Start Date	End Date	Room Type	Rate
10/31/2013	11/1/2013	One bedroom Suite	\$283.00

The Hotel's room rates are subject to applicable state and local taxes (currently **14.45 %**) in effect at the time of check out.

The group room rates listed above are net non-commissionable. The MIT Center for Graphene Devices and 2D Systems Room Block will be responsible to pay any commissions due to any agency for this event.

Please have the guests in your group directly call Marriott Reservations at 1 (800) 331-3131 or (617) 349-0700 on or before **Thursday, October 10, 2013**, (the "Cut Off Date") to make their sleeping room reservations. Please advise guests to identify themselves as part of the MIT Center for Graphene Devices and 2D Systems Room Block group staying at the Residence Inn Boston Cambridge, located at 6 Cambridge Center, Cambridge, MA 02142-1401.

All reservations must be guaranteed with a major credit card. The hotel will not hold any reservations unless secured by credit card.

Reservations for all guests must be received on or before **Thursday, October 10, 2013 (The Cut off Date)**. After the Cut off Date, the hotel will release any unreserved rooms for general sale and, in the hotel's discretion, will accept reservations at MIT Center for Graphene Devices and 2D Systems Room Block's group rate, on a space and rate available basis.

If for any reason you no longer need the block of rooms, please let us know as soon as possible, and we will be happy to cancel the room block, without charge to the group. The cancellation policy applicable to individually made reservations will continue to apply.

The MIT Center for Graphene Devices and 2D Systems Room Block agrees that neither the Group nor attendees of the Event shall be authorized to resell room reservations made pursuant to this letter.

The following billing arrangements apply to guest rooms: **Individual to pay all guest room charges** (cash paying guests may be asked to leave a cash or credit card deposit to guarantee payment).

## **PARKING**

Rates for public parking facilities behind the hotel are currently \$25.00 for 3-24 hours. The Residence Inn by Marriott Cambridge Center does have a limited number of parking passes available on a first come, first serve basis. For 1-4 nights it is \$25.00 per day. For 5+ nights, it is \$20.00 per day. (Please note: these rates are based on a consecutive night stay). If the guest purchases a pass, they have unlimited access to the garage. Parking passes can be billed directly to the guest's room. The self parking garage has a height restriction of 6'8" and is not owned or operated by the Residence Inn by Marriott Cambridge Center.

## ROLLAWAY BEDS

Massachusetts Institute of Technology understands that the Hotel has a limited number of Rollaway Beds available on a fee basis. Currently the fee is \$20.00 per bed per week, plus applicable state and local taxes. If Massachusetts Institute of Technology wishes to reserve a Rollaway Bed, a request must be submitted in writing at least seven (7) days in advance of the group arrival.

This letter is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. Hotel and Massachusetts Institute of Technology agree to cooperate with each other to ensure compliance with such laws.

In the event of dispute resolution, the non-prevailing party will pay the other's costs and attorney's fees.

**Marriott Rewards:** Approximately (10) business days after the conclusion of the Event (provided that the Event is not cancelled and Massachusetts Institute of Technology has otherwise complied with the material terms and conditions of this Letter), the Hotel will either award Points or submit an award for airline miles to the Member(s) identified below:

Rewarding Events does not apply to Events booked by or on behalf of any governmental entity, including any federal, state or local agency or any other governmental body, and hotels may not award Points or airline miles to a government employee (or an intermediary booking on behalf of a governmental entity) in connection with the Rewarding Events program or otherwise in connection with planning, scheduling or contracting for an Event.

### CHECK ONE OPTION BELOW:

- Award Points to the Contact (as identified on page 1 of this Letter or the Authorized Signer of this Letter)  
Member Name \_\_\_\_\_  
Rewards Program Member Number \_\_\_\_\_
- Award Airline Miles to the Contact (as identified on page 1 of this Letter or the Authorized Signer of this Letter)  
Member Name \_\_\_\_\_  
Rewards Program Member Number \_\_\_\_\_  
Airline frequent flier account number \_\_\_\_\_  
Name of airline \_\_\_\_\_
- Decline to Award Points or Airline Miles. The Contact and the Authorized Signer of this Letter elect not to receive (and hereby waive the right to receive) an award of Points or airline miles in connection with the Event.

The number of Points or airline miles to be awarded shall be determined pursuant to the Rewards Program Terms and Conditions, as in effect at the time of award. The Rewards Program Terms and Conditions are available on-line at [marriottrewards.com](http://marriottrewards.com), and may be changed at the sole discretion of the Rewards Program at any time and without notice.

The individual(s) identified above to receive either Points or airline miles may not be changed without such individual(s)' prior written consent. By inserting the airline mileage account information, the recipient elects to receive airline miles rather than Points. All Rewards Program Terms and Conditions apply.