INSTRUCTIONS FOR CANDIDATE OVERNIGHT LODGING FORM

Step 1. Contact the Towson University Marriott Conference Hotel (Reservation Coordinator, 410-324-8107) to make reservations. Specify that the reservation is for a faculty position search and should be direct billed to the Provost Budget Office (PBO).

Step 2. If no room is available, please contact Ms. Fong Lessner at the Sheraton North at 410-321-7400, TU Direct Bill on Acct #8880 with a corporate rate.

Step 3. Complete the “Candidate Overnight Lodging form and email wrohrbaugh@towson.edu and bcook@towson.edu, fax to x4-3129 or deliver to Provost Budget Office, Admin Bldg, 3rd Floor.

Step 4. The candidate will receive a confirmation email from the PBO that will state the limitations for food, beverages, telephone calls, etc., for which the University will be responsible. This email will also include transportation information to and from the airport.