

FACULTY SEARCH - CANDIDATE OVERNIGHT LODGING

General Instructions for making a reservation for a search candidate:

Sheraton Baltimore North - Complete the form below and email it to Deborah Slivensky at deborah.slivensky@sheratonbaltimore.com. In the email, inform Deborah that this is for a faculty search and give her **Account #16810**. Once you receive the confirmation number, add the number to the form and forward to wrohrbaugh@towson.edu.

If the Sheraton is sold out, we recommend contacting one of the following local hotels; Home2 Suites by Hilton Towson (667.275.7200), Embassy Suites by Hilton Baltimore Hunt Valley (410.584.1400) or the Courtyard by Marriott Baltimore Hunt Valley (410.584.7070). Please note that these hotels are not offering direct bill as an option for our candidates so the candidate will need to pay for the hotel stay in its entirety and be reimbursed from the University along with their other expenses. Once you receive the confirmation number from the hotel, complete the form below and email Wendy Rohrbaugh at (wrohrbaugh@towson.edu). Once the confirmation number is received, Wendy will send out a hotel confirmation email with further instructions along with candidate reimbursement requirements and airport transportation information. Department will be copied.

SECTION I

Search Number: _____

Department: _____

Search Chair: _____

Campus Extension: _____

SECTION II

Candidate Information

CANDIDATE 1 Arrival Date _____ Departure Date: _____ Sheraton Alternate Hotel _____ (Please list hotel name)

Name: _____ Confirmation # (required) _____

Home Phone #: _____ Email Address: _____

CANDIDATE 2 Arrival Date _____ Departure Date: _____ Sheraton Alternate Hotel _____ (please list hotel name)

Name: _____ Confirmation # (required) _____

Home Phone #: _____ Email Address: _____

CANDIDATE 3 Arrival Date _____ Departure Date _____ Sheraton Alternate Hotel _____ (please list hotel name)

Name: _____ Confirmation # (required) _____

Home Phone #: _____ Email Address: _____