

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, the candidate will contact 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). The candidate will need to provide a credit card for the reservation and will be required to pay for the hotel stay in its entirety. The candidate will be reimbursed from the University along with their other expenses. The candidate should email the confirmation number and hotel name to the hiring department. Once the department receives the confirmation number, the department will complete the form below and email the form to the Provost's Budget Office (pbo@towson.edu). PBO will send out an email to the candidate and department with reservation information and additional instructions. The department will send a Candidate Reimbursement Form to the candidate when the candidate returns home from their interview.

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: _____