

## CONFERENCE FACILITIES

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The Hyatt Regency Reston will be conference headquarters. Schools will be notified by the hotel if they are registered in an overflow hotel. Transportation between these facilities will be provided.

## HOTEL REGISTRATION

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Rooms will be assigned by a **lottery** system designed by the hotel, so it is recommended that you wait until after your regional leadership conference to make your reservations. Saturday night rooms will be filled first so that we make our room block, which reduces the cost of the meeting room rental.

### Hotel Policies:

1. The cut-off date for room reservations is **March 22<sup>th</sup>, 2018**.
2. The link to the Hyatt Regency Reston's passkey registration site will be activated on March 1<sup>st</sup>, 2018. No reservations will be accepted until this date. Remember, it does not matter how early you put in your reservation as the rooming assignments will be made by the lottery system. The registration site is:

<https://aws.passkey.com/go/2018StateLeadershipConference>

**The hotel will NOT take reservations or changes in reservations over the phone. The hotel reservation calls are transferred to a central booking agency located off site. These individuals do not have access to our rates or our room block. If you try to call the hotel, you will receive incorrect information; and you will not be able to secure rooms at our special rate.**

3. **The hotel is not requiring deposits for the rooms. You will, however, need a credit card to hold the reservation—the credit card will not be charged. A credit card is required to guarantee all reservations. The card is used only as a guarantee, and would only be charged if the reservation does not show, or cancels within the penalty.**

**Payment may be made by credit card or by check upon arrival. You are responsible for paying for all rooms charges by March 29<sup>th</sup>, 2018.**

4. Room **changes** may be made on Hyatt Passkey link as well. Cut-off date for **making changes** to your room reservations is **March 29<sup>th</sup>, 2018**. You will be

charged for all rooms reserved as of this date. Changes or Cancels (including name changes) will not be accepted after that date by Reservations or the Front Desk.

**Please include the school name on all reservations.**

There is a maximum of 4 guests per room. Please be sure to list the number of guests per room and each name (each student counts as one adult). Please specify either boy or girl rooms. Again, name changes will not be accepted after **March 29<sup>th</sup>, 2018**.

Double Beds are not guaranteed and will be limited. One rollaway bed is permitted in rooms with a King bed. No rollways are permitted in double bedded rooms.

5. Movie rental and local/long distance telephone service will be blocked on all rooms. Advisers may use a credit card to have these options turned on in their rooms.

**Hotel Rates.** Conference rates are:

Single, Double, Triple\*, Quad                      \$125

All rates quoted are per room/per night; add 12 percent tax for each room. School systems are required to pay the Virginia room tax.

**\*A ONE-TIME FEE OF \$18 WILL BE CHARGED TO ALL TRIPLE ROOMS TO COVER THE COST OF A ROLLAWAY BED. TRIPLE ROOMS WILL CONSIST OF A KING BED AND A ROLLAWAY.**

**Parking.** Car/Van: The hotel is now charging for garage parking. Virginia FBLA participants will have a reduced rate of \$7/per day. Bus: All buses will be parked at the Overflow Hotel, and all bus drivers will be housed in the Overflow Hotel so that they will have access to their vehicle at all times. Bus parking is no longer available in the parking lots we have used previously. **Please let your bus drivers know that their buses are subject to being towed if they park around the Hyatt Regency. Virginia FBLA is not liable for any towing charges for buses that do not follow these guidelines!**

Reservations requested beyond the cut-off date are subject to availability.

Check-out time is noon. Rooms may not be available for check-in until 4 p.m.