



**Courtesy Room Rate**

Thank you for choosing the Emory Conference Center Hotel and Emory Inn for your overnight guests. We have set up a "courtesy rate" based on the following program dates:

Egleston Childrens Hospital	National Science Foundation Conference
Ms Janet Munson, Administrative Assistant	September 16 - September 18, 2009
Phone: 404-785-1925, Fax 404-785-1730	E-mail: janet.munson@choa.org

**RATES:**

As a courtesy to **Egleston Childrens Hospital**, we will honor a discounted rate of **\$159.00** for rooms at the Emory Conference Center Hotel and **\$ 76.00** for rooms at the Emory Inn for your event. Rooms and rates do not include tax and are applicable and are based upon availability. Rates outside of those dates may vary and will be sold at our regular published rates.

**RESERVATIONS:**

Guests can call our reservations department at 800-93-EMORY (800-933-6679) or 404-712-6565 and identify themselves as guests of the **National Science Foundation Conference**, under Reservation ID *20006017022* at the Emory Conference Center Hotel and Reservation ID *10006017023* at the Emory Inn to reserve their rooms.

*Rooms are not held or guaranteed; and your rate is based on availability. There are occasions when the hotel may fill and rooms are no longer available; however, the individual reservations already guaranteed through deposit or credit card will be honored. You may check on availability at any time by contacting our Group Rooms Coordinator at [jhaddad@ecch.emory.edu](mailto:jhaddad@ecch.emory.edu) or calling 404-712-6045. We are unable to provide advance notification of declining availability, and we recommend that you encourage your guests to reserve their rooms early, as we do sell out frequently.*

**HOTEL POLICIES**

Check-in time is 4:00pm. Should rooms become clean and available before that time, guests may be allowed to check-in earlier. Check-out time is 12:00pm.

**PARKING**

On-site self-parking is complimentary for guests of the hotel and guests of your event.

**DIRECTIONS and MAPS**

Are available online at [www.emoryconferencecenter.com/maps.html](http://www.emoryconferencecenter.com/maps.html)

**SECURITY**

The Emory Conference Center Hotel and Emory Inn cannot be responsible for the safekeeping of equipment, supplies, written material, gifts, decorations or other valuable items left in function rooms, public areas, or guest rooms.

**UPDATES AND CONTACT INFORMATION:**

We will be pleased to print and fax a list of confirmed reservations to you on any given Friday. Please e-mail Joan Haddad, our Group Rooms' Coordinator, at [jhaddad@ecch.emory.edu](mailto:jhaddad@ecch.emory.edu) or call 404-712-6045 and ask to have your update faxed that week.

Please initial the date rate and name of the meeting and fax back to me.

Best regards,

Denise Thomas

For internal use only:

Entered by: \_\_\_\_\_

Entered on: \_\_\_\_\_

RES ID #: \_\_\_\_\_

Notes and other: \_\_\_\_\_

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