GROUP HOUSING FORM

2017 Rotary International Convention
Atlanta, Georgia, USA
10-14 June 2017

INSTRUCTIONS

New this year! Groups that need 15 or more rooms can request their blocks by visiting https://registration.experientevent.com/showROT171 and choosing "Groups of 15 or More." There you can view information about individual hotels, and, once you complete your request, you will receive a summary, along with instant confirmation that it was successfully submitted. If you choose not to submit your request online, you can use this Group Housing Form (available at riconvention.org) and submit it to rotarygroups@experient-inc.com. All requests are processed on a first-come, first-served basis by Rotary's official housing provider, Experient. Incomplete forms will delay or invalidate your request.

- Once your request is received, you will receive an **Official Offer of Rooms** letter. Please pay special attention to the **RETURN DUE DATE**. Offers that are not accepted and returned by this date will be canceled.
- A **credit card guarantee** is required at the time of acceptance.
- Group room block requests may be reduced or adjusted without penalty through 5 December 2016.
- **A nonrefundable prepayment for two nights' room and tax is due by 5 December 2016.**
- See Official Guidelines on page 2 for more details.

1. GROUP INFORMATION

Group Name

Address or PO Box

City | State/Province

Postal Code | Country

2. GROUP REPRESENTATIVE

Family Name

First Name

Company

Phone (including country and city codes)

Fax (including country and city codes)

Email

By submitting this form, you agree that Experient may share the information collected during the reservation process with the hotel reserved for you. As a result, this information will be subject to the hotel's privacy policy.

3. HOTEL CHOICES

Please list up to three hotels in order of preference. Every effort will be made to honor your request. However, Experient may have to substitute an alternate hotel that is not on your list if those you request are unavailable.

1. _____
2. _____
3. _____

DEPOSITS

Payment is not required now. Once you accept the Official Offer of Rooms, you will need to submit valid credit card information to secure your group's rooms. Experient will send you an invoice for the amount due about three weeks before the 5 December 2016 deadline. First and last nights' charge and tax for each room are payable to the hotel by wire transfer in U.S. dollars. Credit and debit cards will not be accepted for this payment. Failure to submit payment by 5 December 2016 and to copy the designated Experient group coordinator will result in cancellation of the rooms for which prepayment was not sent. Please refer to the guidelines on page 3 for details. Any fees associated with wire transfers are paid by the group.

SUBMIT COMPLETED FORM TO:

Experient, Attn: Rotary Group Coordinator
One Overlook Point
Suite 600
Lincolnshire, IL 60069
USA
Email: rotarygroups@experient-inc.com
Fax: +1-847-996-5401

Enter your request for rooms in the spaces below. Note: If you are requesting multiple blocks at different hotels, please submit a separate request for each block of rooms (e.g., requests for 20 rooms at Hotel A and 15 rooms at Hotel B would be submitted on two forms).

Day/Date	Sun 4 June	Mon 5 June	Tue 6 June	Wed 7 June	Thu 8 June	Fri 9 June	Sat 10 June	Sun 11 June	Mon 12 June	Tue 13 June	Wed 14 June	Thu 15 June	Fri 16 June	Sat 17 June	Sun 18 June	Mon 19 June	Tue 20 June	Total Room Nights
Number of Rooms Requested																		

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OFFICIAL GUIDELINES

Rotary International (RI) thanks you for your support of the 2017 Atlanta convention. RI is under contract with the hotels in the host city to fill a minimum number of rooms. If the minimum is not met RI may incur penalties. To protect RI from incurring penalties, and to ensure that all groups are holding a realistic number of rooms, RI requires groups to commit to their room block by prepaying the first and last nights' room and tax for each room reserved. Please refer to your invoice for full details, which may vary per hotel.

Groups requiring 15 or more rooms must comply with the timeline below in order to secure rooms via the official room block. Only fully completed materials returned by the established deadlines will be accepted.

Before 6 September 2016: Group Housing Forms accepted

- Group Housing Forms and electronic submissions will be processed on a first-come, first-served basis by Rotary's official housing provider, Experient. Requests received after 6 September 2016 will be reviewed subject to availability. Group requests will not be honored over the phone.
- An Official Offer of Rooms will be delivered to the group representative within 10 business days of receipt of the request. The offer will be clearly marked with a return due date. All offers must be returned to Experient by that date and the offered room block accepted, adjusted, or declined. Valid credit card information must be included to guarantee each accepted room.
- Failure to accept, adjust, or decline the official offer of rooms by the return due date will result in cancellation of the offer.
- After Experient has received an accepted offer and has verified all credit card information, one of its designated group coordinators will contact the designated group representative to provide guidance regarding upcoming deadlines.
- The hotel where group rooms are assigned may also send a document regarding the hotel's policies for the group representative to sign.

5 December 2016: Deposit/Block Adjustment deadline

- Group room blocks may be reduced and/or adjusted without penalty until 5 December 2016. An invoice for the amount due will be sent by Experient approximately three weeks before this date. The prepayment of first and last nights' room and tax is payable by wire transfer in U.S. dollar to the hotel where rooms are assigned. This payment should be sent directly to the hotel with a copy to the designated group coordinator at Experient. Credit or debit cards will not be accepted for this payment. Please allow adequate time for your wire transfer to arrive at the hotel by 5 December. Please note, any fees associated with the wire transfer are the sole responsibility of the group.
- Failure to submit full prepayment by 5 December 2016 and to copy the designated Experient group coordinator will result in cancellation of the rooms for which prepayment was not sent.
- Reductions in the number of room nights booked or complete room cancellations will result in forfeiture of prepayment. Reductions or cancellations should be made through the group coordinator at Experient. The assigned hotel will retain the prepayment as a cancellation fee.

28 February 2017: All names required

- This is the last day to provide names for all rooms reserved. Any rooms held that are left unassigned will be canceled and the deposit will be forfeited as a fee retained by the hotel. Groups may continue to make name changes to reservations through 11 May 2017, but all rooms must have an assigned name by the 28 February deadline.

Please refer to your hotel's individual deadline to know when group representatives should begin working directly with the hotel for any changes or requests.

Please direct all housing-related inquiries to:
Experient
Rotary Group Coordinator
One Overlook Point
Suite 600
Lincolnshire, IL 60069
USA
Email: rotarygroups@experient-inc.com
Fax: +1-847-996-5401

Experient use only:

Received: _____

Agent: _____

Hotel: _____

Offer: _____

Acc: _____

Deposits: _____

Rooms: _____ ID: _____

Total paid: _____

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GROUP ACCOMMODATIONS

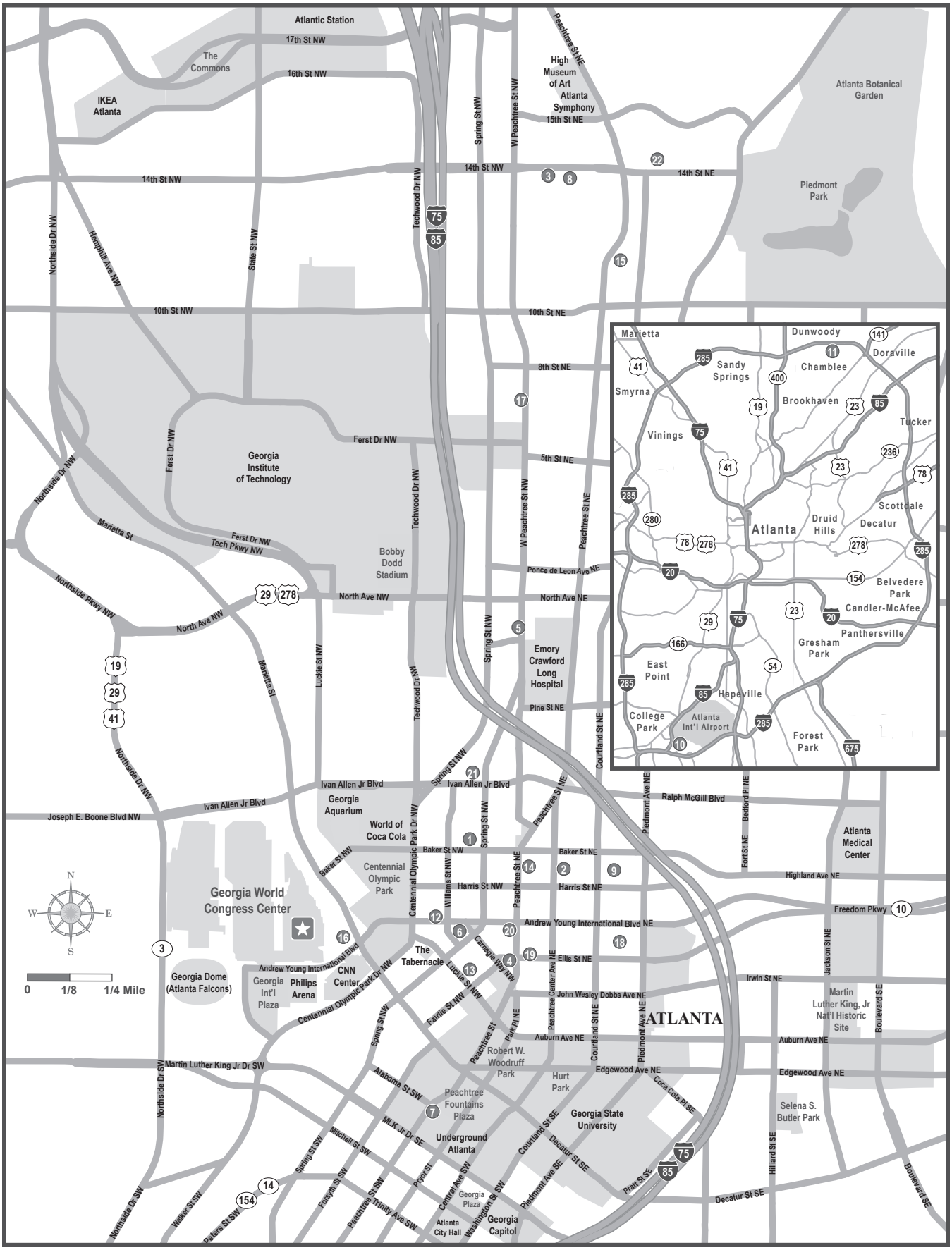
Rotary International may continue to add hotels to the official room block as necessary to accommodate demand. For the most up-to-date rates and map locations, please consult the Experient housing website at https://registration.experientevent.com/showROT171

		Hotel Name	Single/Double Occupancy Rates
1		Aloft Hotel Atlanta Downtown	USD 179.00
2		Atlanta Marriott Marquis	USD 205.00
3		Marriott Suites Midtown	USD 194.00
4		Courtyard Atlanta Downtown	USD 179.00
5		Crown Plaza Atlanta Midtown	USD 169.00
6		DoubleTree by Hilton Atlanta Downtown	USD 184.00
7		Fairfield Inn & Suites Atlanta Downtown	USD 144.00
8		Four Seasons Hotel Atlanta	USD 266.00
9		Hilton Atlanta	USD 189.00
10	■	Holiday Inn Atlanta Airport South	USD 99.30
11	■	Holiday Inn Atlanta Perimeter / Dunwoody	USD 99.00
12		Holiday Inn Centennial Park	USD 179.00
13		Holiday Inn Express & Suites Atlanta Downtown	USD 179.00
14		Hyatt Regency Atlanta	USD 201.04
15		Loews Atlanta Hotel	USD 236.80
16		Omni Hotel at CNN Center	USD 237.00
17		Renaissance Atlanta Midtown Hotel	USD 194.00
18		Sheraton Atlanta Hotel	USD 189.00
19		The Ritz-Carlton Deluxe	USD 249.00
20		The Westin Peachtree Plaza	USD 199.00
21		W Atlanta - Downtown	USD 205.00
22		W Atlanta - Midtown	USD 189.00

■ Designated Hotel for Rotaractors (Please note: No transportation provided to and from the venue. Public transportation is easily accessible.)

Rates (in U.S. dollars) are for single and double occupancy, unless otherwise noted, inclusive of taxes and 6% commission to Experient. Additional fees may apply for more than two people sharing a room. Breakfast provided at discounted rate unless otherwise noted. Please review the details of your selected hotel.

Note: Room type names may vary, but are equivalent to Standard rooms.


Atlantic Station
17th St NW
16th St NW
The Commons
IKEA Atlanta
High Museum of Art
Atlanta Symphony
15th St NE
Atlanta Botanical Garden
Piedmont Park
14th St NW
14th St NE
10th St NW
10th St NE
8th St NE
5th St NE
Ferst Dr NW
Tech Pkwy NW
Georgia Institute of Technology
Bobby Dodd Stadium
Ponce de Leon Ave NE
North Ave NW
North Ave NE
Emory Crawford Long Hospital
Pine St NE
Ivan Allen Jr Blvd
Joseph E. Boone Blvd NW
Georgia Aquarium
World of Coca Cola
Baker St NW
Baker St NE
Centennial Olympic Park
Harris St NW
Harris St NE
Georgia World Congress Center
Andrew Young International Blvd NE
Ellis St NE
The Tabernacle
Georgia Dome (Atlanta Falcons)
Georgia Int'l Plaza
Philips Arena
CNN Center
Centennial Olympic Park Dr NW
Fairlie St NW
Carnegie Way NW
Luckie St NW
Ralph McGill Blvd
Piedmont Ave NE
Bedford Pl NE
Fort St NE
Atlanta Medical Center
Highland Ave NE
Freedom Pkwy
Jackson St NE
Irwin St NE
Martin Luther King, Jr Nat'l Historic Site
Boulevard SE
John Wesley Dobbs Ave NE
ATLANTA
Auburn Ave NE
Robert W. Woodruff Park
Hurt Park
Edgewood Ave NE
Coca Cola Pl SE
Selena S. Butler Park
Martin Luther King Jr Dr SW
Alabama St SW
Peachtree Fountains Plaza
Georgia State University
Underground Atlanta
MLK Jr Dr SE
Mitchell St SW
Decatur St SE
Pratt St SE
Hillard St SE
Georgia Plaza
Atlanta City Hall
Georgia Capitol
Trinity Ave SW
Washington St SW
Central Ave SW
Pryor St
Forsyth St SW
Peachtree St SW
Walker St SW
Peters St SW
Northside Dr SW
Northside Dr NW
Hemphill Ave NW
State St NW
Techwood Dr NW
Spring St NW
W Peachtree St NW
Peachtree St NE
Courtland St NE
Marietta St
Luckie St NW
Williams St NW
Park Pl NE
Peachtree Center Ave NE
Marietta
Dunwoody
Doraville
Chamblee
Sandy Springs
Smyrna
Brookhaven
Tucker
Vinings
Scottdale
Druid Hills
Decatur
Atlanta
Belvedere Park
Candler-McAfee
Panthersville
Gresham Park
East Point
Hapeville
College Park
Atlanta Int'l Airport
Forest Park
N
S
E
W
0
1/8
1/4 Mile