

# Hotel Reservation Form

2012 NAEOP SPRING INSTITUTE – Seeing *the Best in You Emerge*

## *Embassy Suites-Northwest Arkansas*

3303 Pinnacle Hills Parkway, Rogers, Arkansas 72758

Phone: 479-286-0152

Fax: 479-845-2001

### **National Association of Educational Office Professionals**

The Embassy Suites offers spacious two-room suites with a sofa bed in the living room. Included in each room is a microwave, coffee maker, and a mini refrigerator. Complimentary cooked-to-order breakfast is available each morning as well as a complimentary evening Manager's Reception. Room rates are \$119.00 per night plus 13% tax.

Name \_\_\_\_\_

Name of School District / Company \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Business Area Code and Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_ Email address \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

A link has been set up for online booking for our Institute. Some "shoulder dates" have been added in case someone wants to come in a day early or stay a day later. This way you will receive the same rate. The link is as follows:

[http://embassysuites.hilton.com/en/es/groups/personalized/X/XNAESES-NA2-20120419/index.jhtml?WT.mc\\_id=POG](http://embassysuites.hilton.com/en/es/groups/personalized/X/XNAESES-NA2-20120419/index.jhtml?WT.mc_id=POG)

- Reservations must be made online by April 8, 2012.
- Rate of \$119.00 is for single occupancy. An extra person charge per person may apply for 2 or more guests sharing the same guestroom.
- Payment for room and tax and all incidental charges is due in full upon check out. Payment can be made by cash, by certified check, or credit card.
- A limited number of rooms for guests with special needs, in accordance with ADA, are available. Please contact the hotel reservations department to confirm your arrangements.

All reservations must be received by April 8, 2012. The special room rate of \$119.00 plus tax per night is available until April 8<sup>th</sup> or until the group block is sold-out, whichever comes first.

Individuals will be able to make reservations by PHONE, FAX, or ONLINE :

- PHONE: -479-286-0152
- FAX : – 1-479-845-2001