

## **Tips for presidents**

- Make your reservations early. Rooms typically sell out two to three weeks before the housing deadline. Do not wait until the last minute. The more rooms you need, the earlier you need to make your reservations.
- Have your rooming list ready. The best way for you to ensure a smooth hotel check-in is to provide the hotel as much information as possible prior to your arrival. If you don't have your attendee list finalized when you first make your reservation, that's fine, but be sure to go back and add/alter information on the guests in your rooms before the housing deadline.
- Don't hold extra rooms. If you don't need all of the rooms you have reserved, you need to release them before the housing deadline. By holding extra rooms, you could be preventing another individual or local unit from attending the event. It is imperative that you release those rooms before the housing deadline. Once the deadline has passed, those rooms go back to the hotel to be reserved by other people (i.e., non-ATPE members). ATPE might not be able to get those rooms back, and even if we do, the hotel does not have to give the rooms back to us at our discounted rate.
- Stay at ATPE-contracted hotels. Reserving rooms at hotels that ATPE has not contracted with puts ATPE at a potential risk for attrition. You might be asking: What exactly is "attrition"? When ATPE signs a contract with a hotel, ATPE is obligated to "pick up" (actually use) a certain percentage of the rooms in our hotel block (usually 80 percent). If we don't pick up the agreed-upon percentage, then ATPE has to pay attrition (compensatory damages) for the rooms we did not use. For example: If we block a total of 100 rooms, and we agree to pick up 80 percent, then ATPE must pick up 80 rooms over the event. But if we pick up only 70 percent (70 rooms), then we have to pay attrition for the 10 rooms we did not pick up but were obligated to use under the contract.

## **Tips for treasurers at check-in and checkout**

- Decide how you will pay. Upon arrival, tell the hotel staff member at the front desk exactly which rooms you will pay for and which method of payment you will use (check, cash or credit card).
- Determine how to handle incidental charges. The hotel will also need to know how you will pay for any incidental charges associated with your rooms. Incidental charges include charges for room service, phone calls, Internet use, in-room movies, etc. Hotels usually require that guests have a credit card on file to pay for these charges. If you want each individual to pay for his own incidental charges, the hotel will need to have a credit card on file for each person. Although providing all of these credit cards can be time-consuming, please keep in mind that doing so upfront will ensure a smooth checkout.
- Leave plenty of time to check out. Give yourself ample time to check out, especially if you will be paying for multiple rooms. Many other guests might be checking out at the same time. Remember, the hotels do offer luggage storage, so if you don't have time to go to your car before heading to your ATPE activity, the hotel can hold your baggage in a secure location for you until you can return to pick it up.

## **Tips for both presidents and treasurers**

- Keep an open line of communication with each other. Stay in good contact with your fellow officers. Make sure they know who is attending the event and how many rooms you have on hold. Arrive at the hotel together to ensure a smooth check-in process.
- Confirm your reservation at least 72 hours before arrival. Prior to your arrival, call the hotel to make sure all of your rooms are on hold and to inform the hotel of any last-minute changes or cancellations you have. This needs to be done no later than 72 hours (three days) before your arrival. After this deadline, any cancellations might make you subject to being charged for one night's room and tax.