**Special Instructions for Hotel Room Reservations:** We will be fortunate to be holding our Conference this year in the brand new DoubleTree Hotel Greeley at Lincoln Park. The hotel officially opens in September 2017, but the online reservation system does not go “live” until October. As a result, we have special instructions for reserving our brand new hotel rooms for this conference!

Just as in a regular room reservation, the hotel will need to have your credit card information to finalize the reservation, but there was no way at this time to provide this information on a secure website. Because no one would be very enthused about providing credit card information in a non-secure manner, room reservations will be processed as follows:

A Room Reservation form is included in this email package. Please complete the form and **email the form to:** [**annmarie@greeleydoubletree.com**](mailto:annmarie@greeleydoubletree.com)or you may mail the form through the U.S. Postal Service, addressed to:

Attn: Ann Marie Cole, 806 9th Street, Greeley, CO 80631.

Room Reservation Service by telephone or by Fax is NOT available at this time.

The form requests your telephone number, among other things. When the form has been received by Ann Marie Cole, she will notify the appropriate person at the hotel who will then telephone you to obtain your credit card information and finalize your reservation. When the hotel has received your credit card information, they will then confirm your reservation and give you a confirmation number.

**Important: *Simply completing the form and emailing it to Ann Marie is only the first step; that will not ensure a reservation at the hotel.* *Your reservation with the hotel will NOT be complete until the hotel has received your credit card information and you have been given a confirmation number!***

*The Deadline to make room reservations at the guaranteed rate is* ***September 8, 2017.***

If you have any questions about this procedure, please contact Cyndy Giauque at [dagiauque@comcast.net](mailto:dagiauque@comcast.net)