

**Emory Conference Center Hotel and Emory Inn
Courtesy Room Rate for the
HCECG Annual Conference
Room Rate during March 12-March 14, 2012**

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:

RATES:

As a courtesy to **Emory University Center for Ethics HCECG Annual Conference**, we will honor a discounted rate \$ **76.00** for rooms at the Emory Inn for your event. Rooms and rates do not include applicable taxes 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 **HCECG Annual Conference**, under Reservation ID **10006022146** 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 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.

Each guest can reserve a maximum of three rooms, with a credit card to guarantee the reservations. If guests require more than three rooms, we require a one-night room and tax deposit, for each room, which will be non-refundable.

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.

SHUTTLE SERVICE

The Emory Conference Center Hotel has a complimentary six passenger shuttle that serves guests of the Emory Conference Center Hotel and Emory Inn. This is an on call shuttle that does not take reservations. The shuttle is limited to a mile and a half radius from the hotels. If you require transportation for your guests, please contact Leotis Watson at 404-712-6059 or lwatson@ecch.emory.edu for assistance in securing third party transportation.

You may also want to check out Cliff Shuttles at Emory at the following link: <http://transportation.emory.edu/transportation/cliff/index.html>

DIRECTIONS and MAPS

Are available online at 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 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 the Emory Conference Center/Emory Inn, Attn: Denise Thomas.

www.emoryconferencecenter.com