

2016 Collegiate DECA International Career Development Conference

Hotel Registration Information (Designed for both association AND chapter use)

2016 Conference Location: Renaissance DC Downtown (Washington, DC)

All conference attendees *must stay at the official conference hotel*, and *must be part of the Collegiate DECA Room Block*. All reservations must be made using the customized housing web page created by the hotel for Collegiate DECA—unless otherwise noted. (**NOTE:** *If for some reason you do not follow the official process, make sure that you are part of the Collegiate DECA Room Block, and that you are paying the conference rates.*)

Throughout this document, the term Group Leader is used to describe the chapter advisor or association advisor responsible for housing arrangements and payment for the group. Each group must complete a **Housing Information Form** to provide a few key points of information about your group (group leader, arrival date, etc.). This will be shared with the hotel prior to the conference.

Due Date

Regardless of how you process your conference registration, registration is due to the Renaissance Hotel by March 21, 2016.

Association Reservations

Chapters/Members located in the following Associations **MUST** make hotel reservations through your Association Advisor (unless otherwise instructed by him/her). This person will provide you with costs, deadlines, information and forms specific to you. **Special Note:** Your Association might add a "fee" to the hotel rate charged by DECA Inc.; therefore, you must confirm your hotel room rate with your Association Advisor.

Florida
Louisiana
Minnesota
Mississippi
Missouri
North Dakota
Rhode Island

Association Advisor contact information is available at <http://www.deca.org/about/chartered-associations-directory/>. You may also contact DECA at 703-860-5000 for advisor contact information (please identify the purpose of your call—the receptionist can provide this information).

Chapters/Members Making Hotel Reservations Directly Thru Hotel

If your chapter is NOT located in one of the Associations listed above under Association Reservations, scroll down to the section titled **Hotel Information for Chapters Making Reservations Directly with the Hotel** for information and costs to make your reservations directly through the hotel.

Reservations (for 10 rooms or less) can be made by attendees/advisors by visiting the following website:

<https://resweb.passkey.com/go/DECA16>

OR

Call 1-800-393-2505

For reservations for 10+ rooms: Contact Ann Foley at 202-682-3412 or Ann.Foley@marriott.com.

The information requested for the registration process is as follows:

Step 1 (completed for each guest in the room):

GUEST 1			
Arrival Date	<input type="text" value="4/15/16"/>	Departure Date	<input type="text" value="4/19/16"/>
Prefix	<input type="text"/>	* Email	<input type="text"/>
* First Name	<input type="text"/>	* Confirm Email	<input type="text"/>
Middle Initial	<input type="text"/>	Organization	<input type="text"/>
* Last Name	<input type="text"/>	* Country	<input type="text" value="SELECT COUNTRY"/>
Suffix	<input type="text"/>	* Mailing Address	<input type="text"/>
Position/Title	<input type="text"/>	Mailing Address 2	<input type="text"/>
		* City	<input type="text"/>
		State, Zip	<input type="text"/> <input type="text"/>
		* Phone Number	<input type="text"/>

Step 2: Travel Information (Optional)

Step 3: Payment Information:

PAYMENT INFORMATION

Payment Method Credit Card

A Credit Card is required at the time of booking to guarantee your overnight accommodations.

* Card Type

* Card Number

* Expiration Date

BILLING ADDRESS

Holder Name Phone Number

Mailing Address Mailing Address 2

City **SELECT COUNTRY**

State Zip

Collegiate DECA 2016 ICDC PROPERTY FORM (Washington, DC)

Hotel Name Renaissance Washington, DC
Downtown Hotel

Address 999 9th Street NW

City, State, Zip Code Washington, DC 20001

Guest Phone Number 202-898-9000

Guest FAX Number 202-289-0947

Web site www.dcrenaissance.com

Event Manager Matthew Silberman 202-682-3421 PH
matthew.silberman@renaissancehotels.com

Sales Manager Jeanine Matkowski 202-682-3383 PH
jeanine.matkowski@renaissancehotels.com

Group Rooms Ann Foley 202-682-3412 PH
& Billing 202-682-3419 FAX
ann.foley@marriott.com

Conference Rates

NOTE: Room rates do NOT include tax. Sleeping rooms are subject to a tax rate of 14.5%. Tax Rates are per room/per night, and are subject to change. Food and beverage tax rate is 10%, subject to change.

	<u>Standard Rooms</u>	<u>*Club Level Rooms</u>	<u>*Studio Rooms</u>	<u>*Club Studio Rooms</u>
Single (1 bed, 1 person)	<u>\$ 219.00</u>	\$ 239.00	\$ 259.00	\$ 279.00
Double (1 bed, 2 people)	<u>\$ 219.00</u>	\$ 249.00	\$ 269.00	\$ 289.00
Triple (two beds, 3 people)	<u>\$ 229.00</u>	\$ 259.00	\$ 279.00	\$ 299.00
Quad (two beds, 4 people)	<u>\$ 229.00</u>	\$ 259.00	\$ 279.00	\$ 299.00

Suites Contact Ann Foley (above) for other room types.

* Limited availability for these accommodations.

Hotel Highlights (go to www.dcrenaissance.com for hotel updates)

Recently Renovated—[See Photo Gallery](#)

Vibrant Area—[See Local Area Highlights](#)

Convenient Location—[See Maps & Transportation](#)
 (Access to multiple Metro stops within two blocks.)

8,000+ sq. ft. [Fitness Center](#) Complimentary for Collegiate DECA (some services, such as Spa, involve a charge)

[Hotel Restaurants](#): Fifteen Squares Restaurant, Mixx, Presidents Sports Bar & Grill, Liberty Market-Deli, and Starbucks® Coffee House. Plus: approximately 150 restaurants within 10 blocks.

PLUS: full service Fed Ex/Kinko’s, car rental agency, concierge, dry cleaning, gift shop, safe deposit boxes at front desk, soda and ice machines, assistive devices for people with disabilities (requested in advance) and a multilingual staff. Valet and self-parking—overnight and day rates available, subject to change.

Special Guest Room Services (go to www.dcrenaissance.com for updates)

Wireless Internet (complimentary for Collegiate DECA)	Coffee Maker (coffee and tea)
Compact Refrigerator	Work Desk
In-Room Safe (laptop size)	Iron/Ironing Board
Hair Dryer	In-room Pay-per-View Movies
Telephone (Charges Apply)	All Rooms are Non-smoking

PLUS: express check-out services, two phones-each with dual phone line speaker phones, adjustable thermostats, flat-screen TVs, accessible rooms available, assistive devices for people with disabilities (requested in advance).

Credit Procedures

Deposit is required. Contact Ann Foley (above) to make arrangements. \$5k minimum upon approval by hotel.