



A Union of Professionals

AFT PSRP

Paraprofessionals and School-Related Personnel

Hotel Reservation Instructions and Information AFT Paraprofessionals and School-Related Personnel Conference

April 28-30, 2017

**Detroit Marriott at the Renaissance Center
400 Renaissance Drive
Detroit, MI 48243**

***Hotel reservations can now be made online at <http://go.aft.org/PSRP2017>. However, you can still reserve your hotel room by completing and returning the hotel reservation forms (please refer to the instructions below).

1. **Deadline:** All hotel reservation requests must be made online at <http://go.aft.org/PSRP2017> or on the Hotel Reservation Form and AFT PSRP Conference Rooming List. The reservation deadline is **Tuesday, March 28**. No phone reservations can be accepted. Please type or print clearly, and fill in the form completely. Reservations cannot be made without all the requested information. After the deadline, unused rooms will be released back to the Detroit Marriott and may not be available at the conference rate.

2. **Send reservation forms to:** AFT/PSRP Conference Housing
555 New Jersey Ave. N.W., Washington, DC 20001
OR fax to the AFT meetings and travel department at 202-330-5379

3. **Guarantee/deposit:** The Detroit Marriott requires a one night's room and tax deposit. By credit card: Locals that wish to use a credit card for their participants must complete the enclosed credit card authorization form and return it with the other reservation forms. Credit card authorization forms must be received by the AFT office at least **14 days prior to arrival**.

By check: If a personal or business check for the first night's room and tax is used as your deposit (and made payable to Detroit Marriott at the Renaissance Center), it should be sent in at the time the reservation is submitted, and will only be refunded if the reservation is canceled at least 24 hours prior to the arrival date. If a check is used to pay the balance of your reservation, it must be received by the AFT office at least 20 days prior to arrival.

****NOTE: The hotel does not accept money or purchase orders.****

4. **Date changes/cancellations/name changes:** Date changes, cancellations and name changes must be submitted in writing to the AFT meetings and travel department by fax, mail or email (contact information is below under item 8).

5. **Room rates:**

	Per night	Including 15% tax
Single (one adult in room)	\$129	\$148.35
Double (two adults in room)	\$129	\$148.35
TRIPLE	\$129	\$148.35
Triple (three adults in room)	\$129	\$148.35

6. **Parking:** On-site parking is \$25/day and valet parking is \$35/day.

7. **Check-in and check-out:** Check-in time is 3:00 p.m., and check-out time is 12:00 p.m.

8. **Questions:** Contact either Kim Randolph at 800-238-1133, ext. 4529 (or by email at krandolp@aft.org) or Karen Zook at ext. 4476 (kzook@aft.org) in the AFT meetings and travel department.

