



A Union of Professionals

AFT Convention 2012

Detroit – July 27-30

HOTEL INFORMATION

Deadline and General Information

Convention general sessions, committee meetings, divisional meetings, registration and exhibits will be located at the Cobo Center, One Washington Blvd. There is no designated headquarters hotel. For the latest convention schedule information, visit www.aft.org/convention.

The deadline for hotel reservations is **Thursday, June 21**. After this date, the hotels may charge significantly higher rates. Add 15 percent sales and occupancy tax to all room rates (tax rate is subject to change).

Online Housing Instructions

For the first time, hotel reservations for the AFT convention may be made using the AFT's online Credential Reporting and Housing System at <http://go.aft.org/conv12>. Please refer to the Credential Instructions flier in the credential mailing for step-by-step login instructions for affiliates. For additional login assistance, contact AFT Membership at 800-238-1133, ext. 3421.

IMPORTANT PROCEDURAL INFORMATION: Hotel reservations may be requested at any time by affiliates and individual members by accessing the housing system via secure login at the website above. An individual member logging in will be able to request a hotel room, but may not designate himself or herself as a delegate or alternate. Only the affiliate president or his/her designee may certify elected delegates and alternates. Affiliates may choose whether to notify individual members that this access is available, as some affiliates prefer to handle hotel reservations for their delegates, and others prefer to have delegates handle hotel arrangements individually. Individual delegates may view, but not change, their delegate status and convention committee assignments online.

Group Reservations

Affiliates are encouraged to immediately request the estimated number of rooms needed for their delegations, even before delegate elections have taken place. Room block requests may be submitted online (in the Affiliate Panel, click on "Room Blocks" to access the online form), or by faxing the enclosed Hotel Room Block Request Form to AFT Convention Housing at 202-879-4558. Requests will be honored in the order in which they are received. Hotels tend to fill up far in advance of the deadline, so be sure to submit your request early and to number your hotel preferences, one through six. You will receive confirmation via e-mail when your room block has been approved.

Affiliates can enter individual hotel reservations online via the Affiliate Panel, or fill out and e-mail to conventionhousing@aft.org the electronic rooming list with the names, check-in and check-out dates, and other reservation details needed for each room. Go to www.aft.org/convention to download the template (an Excel file) or send an e-mail to conventionhousing@aft.org to have the template sent to you by e-mail. All reservations are due no later than the **Thursday, June 21**, deadline. After that date, unassigned rooms in affiliate room blocks will be released.

Paper Housing Instructions

Paper housing forms are still available for those who prefer them to the online system. Reservations cannot be accepted by phone. The following forms are available under Housing Information at www.aft.org/convention:

- Hotel Reservation Form (PDF)—submit one form per room
- Hotel Room Block Request Form (PDF)
- Rooming List Template (Excel)
- Credit Card Authorization Forms (PDF)—for each hotel

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ADDRESS	333 E. Jefferson Ave.	400 Renaissance Drive	555 East Lafayette Ave.	351 Gratiot Ave.	2901 Grand River Ave.	1114 Washington Blvd.
WEB SITE	DetroitDowntownCourtyard.com	DetroitMarriott.com	GreektownCasino.com	DetroitDowntown.HGI.com	MotorcityCasino.com	BookCadillacWestin.com
DISTANCE TO COBO CENTER	.5 miles	.5 miles	.7 miles	.7 miles	1.2 miles	.3 miles
ROOMS AVAILABLE	150	1,100	350	125	325	350
RATES (add 15% tax)	\$142 per night	\$142 per night	\$125 per night, single or double occupancy	\$114 per night	\$119 per night	\$179 per night
MORE THAN TWO ADULTS	No additional charge	No additional charge	Add \$20 per night per adult	No additional charge	No additional charge	No additional charge
BEDDING TYPES	One king or two queen beds	One king or two double beds	One king or two queen beds	One king or two queen beds	One king or two double beds	One king or two double beds
CANCELLATION POLICY	By 6 p.m. day of arrival	By 6 p.m. day of arrival	24 hours prior to arrival	24 hours prior to arrival	24 hours prior to arrival	24 hours prior to arrival
CHECK-IN / CHECK-OUT	3 p.m. / noon	3 p.m. / noon	4 p.m. / 11 a.m.	3 p.m. / noon	3 p.m. / noon	3 p.m. / noon
DEBIT CARD POLICY	Room and tax for full stay plus \$100 held at check-in	Room and tax for full stay plus \$50 held at check-in	Room and tax for full stay plus \$100 held at check-in	Room and tax for full stay plus \$50 held at check-in	Room and tax for full stay plus \$50 held at check-in	Room and tax for full stay plus \$50 for incidentals, increased as needed
EARLY DEPARTURE FEE	None	None	\$62.50 after check-in	None	None	\$75 after check-in
FITNESS CENTER	Complimentary, 24 hours	Complimentary, 24 hours	Complimentary, 24 hours	Complimentary, 6 a.m. - 11 p.m.	Complimentary, 24 hours	Complimentary, 24 hours
GUARANTEE POLICY	First night's room and tax will be charged the night before check-in.	Card charged only for "no show" or cancellation after 6 p.m. day of arrival.	Card charged only for "no show" or cancellation within 24 hours of arrival.	Card charged only for "no show" or cancellation within 24 hours of arrival.	Card charged only for "no show" or cancellation within 24 hours of arrival.	Card charged only for "no show" or cancellation within 24 hours of arrival.
INTERNET ACCESS	Free wireless in guest rooms and public areas	Daily fee in guest rooms and public areas	Free wireless in guest rooms and public areas	Free wireless in guest rooms and public areas	Free wired or wireless in guest rooms, free wireless in public areas	Daily fee in guest rooms and public areas
PARKING	\$15/day self (no in/out) \$20/day valet	\$25/day, valet only	Complimentary, self or valet	\$20/day, valet only	Complimentary, self or valet	\$15/day, valet only
PETS	Not allowed	Not allowed	Not allowed	Dogs and cats allowed up to 50 lbs., \$75 fee	Not allowed	Dogs only allowed up to 40 lbs., no additional charge
POOL	Indoor pool	None	None	Indoor pool	None	Indoor pool
ROLLAWAY BEDS	Available at no charge in king rooms only	Available at no charge in king rooms only	Available for \$20/night in king rooms only	Limited availability at no charge in king rooms only	Available for \$10/night in king rooms only	Available at no charge in king rooms only
ROOM SERVICE	5 p.m. - 10 p.m.	5:30 a.m. - 11:30 p.m.	5 p.m. - 11 a.m.	5 p.m. - 11 p.m.	24 hours	24 hours
OTHER FEATURES	Each room has coffeemaker, hair dryer, iron/ironing board, refrigerator and in-room safe.	Each room has coffeemaker, hair dryer, iron/ironing board and in-room safe.	Each room has coffeemaker, hair dryer, iron/ironing board and in-room safe.	Each room has coffeemaker, hair dryer, iron/ironing board, microwave and refrigerator.	Each room has coffeemaker, hair dryer, iron/ironing board and in-room safe.	Each room has coffeemaker, hair dryer, iron/ironing board and in-room safe.

To avoid being charged for duplicate reservations, please choose only one of the methods below to submit your form. For the same reason, if two delegates are sharing a room, only one form should be submitted.

- Fax to 202-879-4558; or

E-mail scanned form to conventionhousing@aft.org; or

- Mail to AFT Convention Housing, 555 New Jersey Ave. N.W., Washington, DC 20001.

Guarantee and Deposit Policies

All reservations require a major credit card to guarantee each reservation. Do not send a check payable to a particular hotel, because your first choice may not be available. **Please do not send checks payable to the AFT or to a particular hotel.** If you wish to pay a deposit by check, information on how to do so will be sent to you with the confirmation of your hotel assignment.

Affiliates or others who want to authorize the hotel to charge expenses to a credit card that is not in the name of the hotel guest will need to fill out a credit card authorization form to spell out that authorization. Credit card authorization forms can be downloaded at www.aft.org/convention, or contact AFT Convention Housing to have the form sent to you by e-mail. If this authorization form is not on file with the hotel, the individual will be asked to provide a form of payment at check-in. Individuals who provide their own credit cards to guarantee their own rooms do not need to fill out a credit card authorization form.

Important Note About Debit Cards

We encourage you to avoid using a debit card to guarantee or pay for your hotel room(s). When presented with a debit card at check-in, a hotel's credit card authorization system places an immediate hold on funds in your bank account—generally, on a certain dollar amount per day of your stay—which essentially removes the money from your account. Upon check-out, the hotel will credit any excess back to you, but banks sometimes take up to 10 days to reverse the original hold and return the funds to your account. To avoid this lengthy hold, simply use a credit card or pay by cash.

Suite Requests

The number of suites available is limited. Priority will be given to affiliates requesting suites for delegation hospitality or meetings, over individuals requesting suites for personal use. Suite requests may be sent by e-mail to Jenny Evans-Muir at jevans@aft.org. Please indicate the number of people to be accommodated in the parlor, and any specific bedroom and bedding requests so that the appropriate size and type of suite can be assigned.

Room Requests

Rooms with two beds are limited at some of the hotels. Priority in reserving these rooms will be given to delegates sharing with another delegate, and to families traveling with

children. Affiliates should indicate the needed number of single- and double-bedded rooms on the Room Block Request form. All requests should provide as much information as possible about the occupants of each room to ensure that appropriate bedding is requested. The hotels will attempt to honor all requests, but requests cannot be guaranteed.

Disability Requests

If you require particular accommodations in your hotel room due to a disability, please be specific to help us reserve a hotel that meets your needs. For example, request “roll-in shower for wheelchair,” or “grab bars for tub and toilet,” as opposed to “accessible room.”

Hotel Assignment and Confirmations

You will receive confirmation of your hotel assignment by e-mail once it has been processed by AFT Convention Housing. Individual reservation confirmations will not be sent by the hotels until after the June 21 housing deadline. Review your hotel confirmations for accuracy, and note the cancellation and early departure policies. The hotels' check-in times are 3 p.m. or 4 p.m., so rooms may not be available if you arrive early in the day. All hotels will be able to store luggage until your room is ready.

Reservation Changes

Reservation changes, additional reservations, name substitutions and cancellations may be made online or sent in writing to AFT Convention Housing (fax to 202-879-4558 or e-mail conventionhousing@aft.org). The deadline for all reservations at the AFT rate is Thursday, June 21. We will make every effort to honor requests received after the deadline, but are not able to guarantee that rooms will be available at the AFT convention rates.

Transportation

Shuttle bus transportation will be provided to all six of the official AFT convention hotels Thursday, July 26, through Monday, July 30. Information about bus schedules and routes will be sent in June to all delegates and will be available upon check-in at the hotels and Cobo Center.

See the convention call, or go to www.aft.org/convention, for information on airfare discounts available from Delta Airlines.

Contact AFT Convention Housing

If you have questions or need more information, please contact us.

Jenny Evans-Muir, Housing Manager
800-238-1133, ext. 4592; or 202-879-4592
e-mail: jevans@aft.org

Yvonne Cheek, Housing Coordinator
800-238-1133, ext. 4425; or 202-879-4425
e-mail: ycheek@aft.org