

# Room Procedure for 2011

The Association plans to continue to manage the room process and will rely on your support to ensure that it is successful again. Like 2010, there will be no time that any hotel will open the block for independent reservations.

You will find different subsections of this ROE for each potential group or person needing a room this year. Overall, the main hotel in Nashville, Gaylord Opryland, can NOT (just not big enough) provide us with enough rooms for everyone. We have already signed some contracts with additional hotels.

The contractual room rates for 2011 are:

Corporate Rate for single and double occupancy:	\$178 (Not subject to change)
Government Per Diem for a single occupancy:	\$110 (Rate subject to change on Oct 1; military attendees will pay the new rate)
Government Double Rate:	\$178 (Not subject to change)

Room rates are subject to applicable state and local taxes (currently 15.25%) and daily resort fee in effect at the time of check-in, currently \$10 (plus 9.25% tax).

## For Retirees

For the retirees who believe they are entitled to a government rate, the Association uses two principles when negotiating with the hotels for rooms: First, hotels want to limit the mixture of the government rate rooms to conference rate rooms to approximately a 50/50 ratio. This means that the Association must fill both room rates to honor the contracts. Second, the Association can only contract for what we estimate to be the number of active-duty rooms needed. Over-estimating incurs penalties. Retirees will pay the corporate rate for a hotel room. If you are not an employee of one of the exhibitors, a government contractor, or a venerable member, please e-mail [atarooms@cox.net](mailto:atarooms@cox.net) to reserve your room.

## For Venerable Members:

The Association continues to put aside a limited number of rooms, at a reduced rate, in the main hotel. To be eligible for these rooms, you must have reached age 70 and have been members of the Association for more than 20 years. Please e-mail [atarooms@cox.net](mailto:atarooms@cox.net) to reserve your room. Since it is a limited number of rooms, it will be on a first-come, first-served basis.

## For Government Contractors

For Government Contractors who believe they are entitled to a government rate, the Association believes that government contractors are not eligible for the government rate. The GSA who sets travel rules says that it is up to the hotel to decide if a contractor can have the government rate. All the rooms in the Gaylord are under contract to the Association. For the Association to meet its contractual obligations, government contractors will pay the corporate rate. If you must have a government rate room, it will have to be at an overflow hotel.

## Not Associated with a Base or an Exhibitor:

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If you are not associated with a base or an exhibitor, the Association has set aside a limited number of government and exhibitor rate rooms in the main hotel and overflow hotels for you. The rooms in the main hotel will be a first come, first serve basis. For the military, due to contractual requirements, those individuals requesting corporate rate rooms will have a higher priority over government rate rooms. Please e-mail [atarooms@cox.net](mailto:atarooms@cox.net) to reserve your room.

## **Pro Bono Booths:**

Pro Bono Booth attendees will not be worked separately. You must work with your base POC to secure rooms.

## **For Exhibitors Room POCs**

For Exhibitor POCs, you will be responsible for managing the rooms for all those from your company who attend the convention, no matter if the individual is supporting the booth or not. There is no restriction on the number of rooms you can have in the main hotel. The only restrictions are the deadlines.

## **Base Room POCs**

For Base Room POCs, the Association allows one POC per base, except at Scott AFB there are three POCs – base, AMC and TRANSCOM. To meet contractual obligations this year, the Association will require base POCs to have double-up rooms (two military members, both on per diem, sharing a room and splitting the cost equally) in the Gaylord Opryland. For those POCs who can't meet the double-up requirement, there will be NO rooms in the Gaylord Opryland available for any of that base's attendees.

For planning purposes, base POCs should plan on a minimum of 20% of the rooms as doubles in the Gaylord Opryland. For example, if you have 20 people attending the Convention, your rooms in the Gaylord Opryland could include at least four military doubles (8 people). Please keep in mind that this is only an example and the specific percentage won't be known until total military attendees are determined. On a case-by-case basis, the Association will consider increasing the double-up requirement. As in previous years, for the double rooms, the room rate is less than the per diem rate times two and the rate is to be equally divided between the two occupants.

## **For Base and Exhibitors Room POCs Deadlines:**

### **August 1:**

**Base and exhibitor room POCs must update contact information to [ATARooms@cox.net](mailto:ATARooms@cox.net).** This will ensure that we are in contact with the correct POC. As in the past, we will work all room requirements with the POCs (this only applies to bases and exhibitors). For attendees whose company has an exhibit, but the attendee is not part of the exhibit support team, your room request must go through the exhibitor room POC.

### **August 19:**

**Base and exhibitor room POCs must confirm hotel room requirements.** We recognize that this is extremely early to know exactly how many rooms a base or exhibitor will need. Once confirmed, the POC will be responsible for filling those rooms. If unable to do so, the base or exhibitor will have to pay the

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cancellation fee for the room, which is one night room rate per room. This will require POCs to manage the room block very closely.

## **September 19:**

**The final list of names and credit card information is due to the hotels.** Hotel room reservations for the convention will be made by Rooming List. The Rooming List must be provided to the hotels prior to September 19, 2011. All room reservations must be accompanied by a first-night room guarantee. The hotel will not hold any reservations unless secured by a credit card. The military room POCs can make a one-for-one swap to avoid cancellation charges. Everyone will need to understand the cancellation rules as the rules are updated in the future.

Every individual is responsible for any changes to his or her hotel reservation and NOT the Association. Remember, room reservation cancellation and convention registration cancellation are TWO SEPARATE and INDEPENDENT ACTIONS (To Cancel – You must make BOTH cancellations).

## **Ground Transportation**

If you are arriving in Nashville, the Gaylord Opryland does not provide FREE transportation between the airport and hotel. Gaylord Opryland offers daily roundtrip shuttle service from the Nashville International Airport to the Hotel. Upon your arrival to the airport, you can find the Gaylord Opryland Welcome Desk on the lower level of the airport between the two escalators. An agent can assist with your travel needs and ticket purchase, or you can use the Gaylord kiosk, which is conveniently located at the welcome desk. If an agent is not available to provide assistance, you can find the Hotel's shuttle located immediately to the left as you exit the front door of the lower level of the airport. Cost is \$40 roundtrip or \$30 one-way. You can also make a reservation on line.

If you rent a car, the Opryland's onsite parking is \$18 per day for overnight self-parking and \$26 per day for overnight valet parking. Guests with a handicapped placard or license plate may use valet parking for the self-parking price.