



**RESERVATION INSTRUCTIONS FOR
Aging Concerns Unite Us Conference
Group Rate of \$133.00**

June 5-6, 2018

RESERVATION PROCEDURES

Individual Telephone Reservations

It is understood individual guests are to make reservations directly with the Hotel. These reservations must be received no later than **May 21, 2018**. Aging Concerns Unite Us agrees to inform individuals to identify themselves as members of Aging Concerns Unite Us at the time the individual is making their reservation. This event has been assigned a **Group ID** which is **12M3MQ**.

Local # 518-869-8100 and/or the toll free # 800-448-3500

On-Line Booking Link

<http://bookings.ihotelier.com/bookings.jsp?groupID=1743343&hotelID=12446>

Check in time begins for all groups at 4:00 p.m. Individuals may check in earlier, depending on occupancy levels and availability of "ready" rooms. Check out time is 12 noon.

GUEST ROOM CANCELTION POLICY

An individual guest may cancel a room reservation, and not be charged for the reservation guarantee, if notice is received by 4:00PM the day prior to arrival. Individuals must obtain a cancellation number a cancellation number from the hotel should there be any future dispute on the cancellation time.

TAX POLICY

Overnight accommodations are subject to the prevailing taxes at the time the event is conducted as required by law. Currently, the prevailing tax is an 8% state sales tax and 6% occupancy tax for a total guest room tax of 14.00%. Please note the state sales tax will pertain to all other hotel services provided. Taxes may change without prior notice.

HIGHLIGHTS THE DESMOND CAN OFFER TO YOUR ORGANIZATION

- Complimentary Wi-Fi throughout entire hotel
- Airport accessibility with 24 hour complimentary on-demand shuttle
- State of the art audio-visual equipment and support
- Secured Internet access available – for private computer networking
- Multiple dining options on-site as well as room service
- Transportation to restaurants and shopping within the immediate area including Colonie Center Mall
- Fitness Facility, Indoor pool, Billiards Room, Business Center
- Complimentary Parking in a safe well-lit surface parking lot
- Complimentary newspapers in the lobby