

**British Institute of Embalmers, North American Division
Annual General Meeting
&
2017 Professional Enrichment Conference**



~ Hotel Reservation Request ~
Embassy Suites – Chicago – North Shore / Deerfield
1445 Lake Cook Road / Deerfield, Illinois 60015
September 13-16, 2017

I will be a participant in the British Institute of Embalmers, North American Division's Annual General Meeting (AGM), September 14, 2017, as well as the Institute's 2017 Professional Enrichment Conference scheduled for September 15, 2017 and would like to be included in the block of rooms which has been reserved at the Embassy Suites Chicago – North Shore / Deerfield, 1445 Lake Cook Road, Deerfield, Illinois. The AGM will be held at the hotel, while the Institute's Professional Enrichment Conference will be held at the Worsham College of Mortuary Science.

To take advantage of the discounted room rate as noted below, I understand that my reservation must be received by the Embassy Suites Hotel on or before **August 23, 2017** as all room requests must be processed and all uncommitted rooms released for resale no later than August 25, 2017. Calls must be directed to: **1-847-945-4500**. Our group code is: **BIE**.

In order to be considered for a room in the BIE group room block, please plan to share the following information with the hotel's reservation clerk when you call. Remember, Do NOT use the hotel's 800 "reservation line" as you will be connected to a national reservation switchboard which will be unable to help you and you will not be afforded our discounted rate.

If you will be departing on Saturday, September 16th and will require a late checkout, let us know as soon as possible. So there are no surprises, the standard checkout time is 12 noon. The hotel's late checkout fee is \$75.00 + tax. Fortunately, we have been able to have the early check-in fee waived. Check-in is 3:00 P.M., but if you do plan to arrive early and your room is ready, the fee will be waived. Just remember, early check-in is not guaranteed.

At Embassy Suites, every room is a two-room suite with a microwave, mini refrigerator and coffee maker. Room rates also include cooked-to-order breakfasts and complimentary appetizers and beverages at the nightly evening reception. Need more; sodas and other goodies are available in the hotel's lobby pantry for a fee. A complimentary Wi-fi access code will be given to each guest upon arrival. If you will be driving in and will require onsite parking, there are no parking fees. All room requests will be filled on a first come, first serve basis.

In order to be considered for a room in the group room block, all requested information must be submitted.

Title: Mr. Mrs. Ms. Mr. & Mrs. *Please check one.*

First Name: _____ Last Name: _____

Arrival Date: _____ Departure Date: _____

Group Rate: \$129.00 + 13% Tax (\$16.77) / (\$145.77 – Inclusive) Per Night – Single/Double – King Bedded Accommodations
\$149.00 + 13% Tax (\$19.37) / (\$168.37 – Inclusive) Per Night – Double/Double Accommodations

Billing Method: Each Pays Own / Charges will be placed on your credit card upon arrival.

Hilton HHonors Number _____

Accommodations*: King Bedded Accommodations Double/Double Accommodations

**The hotel will make every attempt to fulfill your specific request, but cannot guarantee room accommodations until check-in.*

Number of Adults In Room: _____ I Will Be Sharing My Room With: _____

Special Needs: _____

Over, Please

Important Notice Regarding Housing Requests



while we will not be making hotel reservations for our participants this year, it would be helpful to know your arrival and departure dates. There's no need to complete an elaborate form, just drop Sally B a quick email at sallybelanger@comcast.net or sallybelanger@bienorthamerica.com with that information or fill in This form and send it along with your program registration.

Suffice it to say, "there is comfort in knowing all tour participants have a place to call "home" while on the road. Scurrying for a room at the last minute isn't a lot of fun for anyone.

If you are a techie and prefer to make your reservation online, here's a link to do just that. Keep In mind that everything must be exactly as shown below:

[http://embassysuites.hilton.com/en/es/groups/personalized/D/defiles-BIE- 20170913/index.jhtml?WT.mc_id=POG](http://embassysuites.hilton.com/en/es/groups/personalized/D/defiles-BIE-20170913/index.jhtml?WT.mc_id=POG)

Questions??? Give Sally B a call at 207-841-6330

Hope To See You In Chicagoland!