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# RESERVATION INSTRUCTIONS

North American Board of Certified Energy Practitioners

Group rate of **$134.00** plus tax is available from

03/25/2015 through 04/04/2015

**RESERVATION PROCEDURES**

##### Individual Telephone Reservations

Reservations must be made no later than **03/16/2015.** Please identify yourself as part of **North American Board of Certified Energy Practitioners** when making reservation. This event has been assigned a group ID # which is **12A8T8.**

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

**ONLINE BOOKING LINK**

Click on the link below to make your reservation on line.

<https://bookings.ihotelier.com/bookings.jsp?groupID=1339389&hotelID=12446>

**CHECK IN/CHECK OUT**

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 CANCELATION POLICY**

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

### **HOTEL FEATURES**

Our Hotel offers a comfortable setting for your attendees, such as:

* Complimentary Wi-Fi throughout entire hotel
* Airport accessibility with 24 hour complimentary on-demand shuttle
* 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