

## AIAEE 2018 Lodging Information & Reservation Instructions

The Hyatt Regency Merida is offering AIAEE attendees discounted room rates for two different room types - Standard & Regency Club. Room rates for both room types are based on the American Plan, which means the room rate includes a daily breakfast buffet, 16% tax, 15% service charge, 3% lodging tax and bellboy and maid tips.

### **RATES FOR STANDARD ROOMS:**

USD \$112 - Single room (one occupant)  
USD \$131 - Double Room (two occupants)  
USD \$169 - Triple room (three occupants)

### **RATES FOR REGENCY CLUB ROOMS:**

USD \$148 - Single room (one occupant)  
USD \$179 - Double Room (two occupants)  
USD \$216 - Triple room (three occupants)

**RESERVATION INSTRUCTIONS:** Reservations must be made by **Thursday, March 1<sup>st</sup>**. When reservations are made, the hotel will require a deposit equal to the room rate plus taxes for the first night for each reservation or you may guarantee the reservation with a credit card number. *You must mention the 34<sup>th</sup> Annual AIAEE Conference 2018 in order to qualify for the confirmed group rate.*

You may make your hotel reservation in one of THREE easy ways.

**1. ONLINE:** Fill out the hotel's online reservation form linked here: <https://aws.passkey.com/go/aiaee>

**2. BY PHONE:** Call the Hyatt Regency Merida Reservations Department by phone at: 011-52-999-942-1234 Ext. 3010 or 3011. *You must mention the 34<sup>th</sup> Annual AIAEE Conference 2018 in order to qualify for the confirmed group rate.*

**3. BY EMAIL:** Email required information\* to one of these people: [Debbie.soberanis@hyatt.com](mailto:Debbie.soberanis@hyatt.com) | [Rafael.bustos@hyatt.com](mailto:Rafael.bustos@hyatt.com)

### **\*REQUIRED RESERVATION INFORMATION:**

- First and last name of all guest occupants
- Your telephone number
- Arrival date & departure date
- Preferred bedding type (two double beds or a king)
- Preferred room type (standard or regency; *see applicable room rates and description links above*).
- **You must mention the 34<sup>th</sup> Annual AIAEE Conference 2018 in order to qualify for the discounted group rate.**

**RESERVATION DEADLINE: Thursday, March 1, 2018**

**Hotel Cancellation Policy:** An individual's deposit is refundable to that individual if the Hyatt receives notice of cancellation at least 72 hours prior to scheduled arrival.

**Pre-payment at Check-in:** Upon check-in at the hotel, each guest will be required to present a valid credit card, on which an amount of sufficient pre-authorization can be obtained to cover the room and tax charges for the length of the guest's stay, plus the anticipated use of hotel's ancillary services.

### **Additional Instructions:**

- The rate being offered to attendees is exclusive and may not be used in conjunction with any advertised or unadvertised promotional specials existing or yet unreleased.
- **This is a discounted group rate and is net, non-commissionable if you are using a travel agent to plan your travel.**
- The group rate is available three day prior and following the AIAEE official meeting dates, based on availability.
- **Check-in is after 1500 hours (3:00 PM Central).** Any one arriving prior early will be given a room as it becomes available.
- **Checkout is by 1200 hours (12pm Central).** Requests for late checkout should be made at the front desk on the day of departure.
- [Click here](#) to view a detailed list of hotel features, maps and parking information.
- **Complimentary wireless Internet** in guest rooms is available to those who are enrolled in the World of Hyatt rewards program. [Click here](#) for information on becoming a World of Hyatt member.