

The GEER Conference will be held at the Buena Vista Palace (formerly the Wyndham Palace Resort and Spa) located at 1900 Buena Vista Drive, Lake Buena Vista, FL, USA 32830; PHONE: 407-827-2727; FAX: 407-827-6034; Driving directions are available on the resort's web site.

- The Palace is offering conference participants a **special guest room rate of \$93** a night plus tax with one or two people in a room. **(The nightly resort fee has been WAIVED.)**
- If you are a federal employee, the GSA decreased the authorized per diem rate in Orlando AFTER we contracted space for the conference. Our group rate now exceeds per diem by \$10 a night. However, we have been informed a federal employee may obtain permission from their supervisor to exceed per diem by up to 25 percent when attending a conference. The hotel is providing more than half of their space exclusively for our use, based on an expectation we will fill a specified number of guest rooms. Otherwise, meeting room rental could exceed \$25,000; therefore, we ask that you please make every effort possible to stay in the host hotel and we appreciate your support which helps make conferences such as GEER possible.
- Before you make a reservation, please review information and instructions posted under the HOTEL ACCOMMODATIONS section of the conference web site where you will find details about the Palace's services and amenities.
- A credit card is required to guarantee all hotel reservations. If you tell the hotel you will send them a first night's deposit by check and they don't receive it within 10 days, they will release your reservation.
- **Hotel reservations must be made by Monday, May 1st, 2006.** After this date, neither availability nor the discounted group rate is guaranteed.
- To receive the discounted group rate, be sure to identify yourself as a participant of the **Greater Everglades Ecosystem Restoration Conference (GEER)** when you contact the hotel.
- To receive tax exempt status, payment must be made in the form of a government issued check, credit card or purchase order, and, be accompanied by a Florida sales tax exemption certificate presented at check-in.
- If you are using a Purchasing Card to reserve your room, we encourage you to contact your procurement office for advance authorization to place advance lodging charges on the card; be sure to notify the reservationist it is a P-Card when making your reservation.
- If you plan to bring members of your family and will need babysitting services, be sure to contact the hotel well in advance to make arrangements. Ask for the Concierge to assist you.