

## Hotel Options & Costs

To offer an exceptional housing reservation experience, THE COUNCIL is pleased to use once again **Connections Housing** as the official housing company for the 2015 Fall Leadership Summit.

- You can use this online site to make your hotel reservation at five selected hotels conveniently located near or at event venue or by calling Connections Housing directly at (404) 842-0000 or (800) 262-9974.
- The Saratoga Hilton serves as the headquarter hotel.
- To take advantage of the special rates, be sure to book your reservation by **August 26, 2015**.

## How to Secure a Hotel Room Successfully!

- To secure a room, the use of a credit card is required to guarantee your room. If a credit card is the final choice of payment for the hotel, it will not be charged until time of check out.
- If you are tax exempt, you must submit your **tax exempt forms** directly to the hotel once a hotel acknowledgement has been received from Connections Housing.
- If paying with a purchase order, you must submit your **purchase order** directly to the hotel once a hotel acknowledgement has been received from Connections Housing.
- **Tax Exempt Payment Policy** - Only organization credit cards, checks or purchase orders will be allowed for hotel payment if you want to receive your tax exemption status. Use of personal credit cards for hotel room payment will exclude you from this tax exemption status and personal checks are not accepted. If presenting a school check at the time of check-in, a valid driver's license is required.

Fax purchase orders, vouchers, and tax exempt documentation with hotel acknowledgement number to:

- The Saratoga Hilton: (518) 584-7430  
Attention: Alison Leske
- Hampton Inn & Suites: (518) 584-1700  
Attention: Renee Jenkins
- Courtyard by Marriott: (518) 226-0542  
Attention: Cara Groff
- Gideon Putnam Resort: (518) 583-2832  
Attention: Deanna Kirk
- Embassy Suites Saratoga: (518) 290-9091  
Attention: Shelly Yeager

## Lodging Options:

- **The Saratoga Hilton (Headquarter Hotel)**  
\$193 per night – Single/Double

534 Broadway  
Saratoga Springs, NY 12866  
www.thesaratogahotel.com

Check-in Time: 3 p.m.  
Check-out Time: 12 p.m.

As a hotel guest, you will be required to pay an additional \$5 per day charge to park at the Saratoga Hilton. This charge will be added to your hotel bill at the time of check-out. The Saratoga Hilton is a non-smoking facility.

- **Hampton Inn & Suites - Saratoga Springs Downtown**  
Saturday Only: \$229 – Single / Double

Sunday/Monday:  
\$203 – Single /Double

25 Lake Avenue  
Saratoga Springs, NY 12866  
www.saratogaspringssuites.hamptoninn.com

Check-in Time: 3 p.m.  
Check-out Time: 11 a.m.

- **Courtyard by Marriott Saratoga Springs**  
\$180 – Single / Double

11 Excelsior Avenue  
Saratoga Springs, NY 12866  
www.marriott.com

Check-in Time: 3 p.m.  
Check-out Time: 12 p.m.

- **Gideon Putnam Resort**  
\$189 – Single / Double

24 Gideon Putnam Road  
Saratoga Spa State Park  
Saratoga Springs, NY 12866  
www.GideonPutnam.com

Check-in Time: 4 p.m.  
Check-out Time: 11 a.m.

- **Embassy Suites Saratoga**  
\$186 – Single / Double

86 Congress Street  
Saratoga Springs, NY 12866  
<http://embassysuites3.hilton.com/en/hotels/new-york/embassy-suites-saratoga-springs-ALBESES/index.html>

Check-in Time: 3 p.m.  
Check-out Time: 12 p.m.

*Room rates do not include applicable sales and occupancy taxes. Submit your tax exempt forms and/or hotel purchase orders directly to the hotel once a hotel confirmation is received.*

## Who Sends Me My Hotel Confirmation?

- All hotel confirmations/acknowledgements will be e-mailed directly from the **Connections Housing** once a reservation has been completed. All hotel reservations can be made online or by calling (404) 842-0000 or (800) 262-9974.
- If you have not received your e-mailed acknowledgement within a few minutes of your submitting your information, first check your computer's "Junk Folder." We have found that acknowledgements may get blocked by school district spam filters. Your acknowledgement number will also be displayed on the final web page of the housing process which you may print.

## **Hotel Cancellation / Early Check-out Policy**

- If you must cancel your hotel reservation, you must call your hotel 72 hours prior to arrival to avoid charges.
- Any cancellations prior to Monday, September 21, 2015 must be made directly with Connections Housing, or using the web link in your acknowledgment e-mail.
- If a cancellation has not been made within the 72-hour-window, a one-night room rate deposit will be forfeited to your credit card automatically.
- In addition, the Saratoga Hilton will add an early check-out fee equivalent to one night's room rate. To avoid this fee, you will be required to advise the Hilton at or before check-in of any change in your planned length of stay.

## **Travel Information**

The Albany International Airport is the most convenient airport located to the Saratoga Hilton and the Saratoga Springs Conference Center, only a 30-minute commute. The following airlines provide direct service to Albany including Air Canada, American Eagle, Continental, Continental Connection, Delta, Delta Connection, Northwest, Southwest, United/United Express, USAirways/USAirways Express.

Amtrak has full service to Rensselaer, NY - Albany Train Station (ALB). It is located at 525 East Street, Rensselaer, NY 12144. You can also take the train to Saratoga Springs (SAR) station, though service is limited. See [www.amtrak.com](http://www.amtrak.com) for additional information.