

Hotel Registration Information:

A block of rooms has been held at the Circus Circus Hotel. The block is in a brand new just opened tower and the rooms are extremely nice and new.

To make room reservations please call, **1-800-634-3450, ask for group # B05ACE.** Cost should be \$49.95 per night plus tax. The rooms block is established from 12-14 May. The hotel may allow you to come in a day earlier or remain a day or so later at the same rate if you desire.

All room reservations must be made on or before **25 Apr 2008.**

Travel Order Information:

Federal Employees: Federal employees are required to put a remark on your travel order that indicates that 2 meals, lunch and dinner, will be provided at government expense on 13 May 2008.

Once travel is completed and a travel settlement voucher is created and filed, federal employees must put a remark on the travel voucher stating that 2 meals, lunch and dinner, were provided at government expense on 13 May 2008.

Non Federal Employees: If you are a non-federal employee attending this conference and your office issues you some type of travel authorization and a method of reimbursement, then I recommend you follow the guidelines provided for the federal employees and claim any meals that are provided to you at government expense.

Transportation from the Airport: The hotel does not offer airport shuttle services but Las Vegas has many shuttles services that run from the airport. You can catch one of these and it will drop you off at the hotel for a minimum fee.

For problems with your hotel reservation or any questions you might have please call **Sheryl Bainer at 503-808-3931.**