

## 2009 Wisconsin Health Care Employee Pride Program Hotel/Dinner Reservations Information

NOTE: If your hospital plans to participate in the Employee Pride Program, **WHA STRONGLY suggests you make a hotel reservation IMMEDIATELY (follow steps of Option B below), as space is limited.** Reservations received after April 10 (or when the group block is full, whichever comes first) are subject to space availability and prevailing room rates.

### Room rates:

- \$109.00 per night (King bed rate for 2 people; 2 Queen beds rate for up to 4 people; includes waterpark bands for registered guests; additional guests are \$20 per night)
- \$209.00 per night for Two-Room Family Suite (for up to 6 people; includes up to 6 waterpark bands; this suite sleeps up to 8 - additional guests are \$20 per night) – based on availability
- **Due to limited space, these hotel rates WILL NOT be honored after April 10.**

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### OPTION A: To Make a Hotel Reservation for your Honored Employee:

- Call 1-877-253-5466
- Ask for a reservation from the “**WHA Employee Pride 2009**” room block for Thursday, May 7.
- Deposit Policy for reservations: One night (plus tax) at the time the reservation is made.
- Cancellation Policy: 72 hours, or more, prior to arrival date for full refund, less \$25.00 processing fee. Less than 72 hours forfeits entire deposit.
- **Deadline for making a hotel reservation in this room block is April 10, 2009.** Again, due to limited space, these **hotel rates MAY NOT** be honored after April 10.
- There are a limited number of rooms in the block. Reservations made after the block is full or after the April 10 deadline (**whichever comes first**) are subject to space availability and prevailing room rates, which may be significantly higher than our published group rate.

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### OPTION B: To make a hotel reservation before you’ve chosen your Honored Employee:

- Call 1-877-253-5466
- Ask for a reservation from the “**WHA Employee Pride 2009**” room block for Thursday, May 7.
- When asked for the guest’s name, give them your name or your CEO’s name (it doesn’t matter). The actual guest’s name can (and should) be changed on the reservation later on.
- Immediately following the call, complete the attached Kalahari Credit Card Authorization Form, copy the front/back of the credit card & card owner’s photo ID, and fax them to 608-254-6116, Attn: Reservations.
- **When you do identify your honored employee, call Reservations at 1-877-253-5466 to change the name for that room, PRIOR to the event date and your employee checking in.**
- Following this process carefully will allow your hospital to cover your honored employee’s lodging.
- If you have questions about this process or problems with the Reservations staff at Kalahari, contact Sherry Collins at WHA, 608-274-1820 or scollins@wha.org.

Once you've chosen your hospital's Honored Employee, you must register him/her and any guests with WHA for the May 7 Reception/Dinner.

## **DINNER REGISTRATION**

**To register your hospital's honored employee and guests for the reception/dinner:**

- Complete the attached Registration Form in its entirety.
- Return it (with payment if applicable) to WHA by April 24, AT THE LATEST.
- Please note that each hospital receives two complimentary registrations. Guests (adults and children) are welcome to attend the dinner for an additional fee.
- **All attendees must be pre-registered, including honored employee, any hospital representatives and any adult or child guests. Please provide each attendee's name (including all guests) to allow WHA to have seating assignments and nametags prepared prior to the event.**
- WHA will send (via email or fax) registration confirmations for each person registered to the listed hospital contact person. If you do not receive these confirmations within three days of submitting your registration, contact Lisa Geishirt at *lgeishirt@wha.org* or 608-274-1820.