

Sleep Inn Rockville Hotel Accommodations:
Wesley Seminary TransFORM Conference

A block of rooms for April 29 through May 1, 2010 - have been reserved. The rooms are at the Sleep Inn, 2 Research Court, Rockville, MD.

The room rate is \$80.00/night (\$92, including tax) for a single and double.

EACH PERSON MAKING A RESERVATION IS RESPONSIBLE FOR CONTACTING THE HOTEL'S RESERVATION SYSTEM TO MAKE THEIR RESERVATION. You should make your reservation ASAP, in any case, not later than March 1. After March 1 any unreserved rooms in the group reservation will be returned for use by the Hotel's reservation system. After March 1, you can still make a reservation, but it will not receive the group rate.

Make reservations using the following procedure:

Email reservations department: leslie.goeringer@snbhotels.com

(1) Call the Sleep Inn number **301-948-8000**. You will hear a recorded announcement that says "Thank you for calling the Sleep Inn Shady Grove" followed by a menu that includes "For room reservations, press 1." At this time, press "1". A reservation clerk will answer.

(2) Ask for a **late arrival** reservation for April 29 or April 30 - May 1 at the group rate for the **Wesley Seminary TransFORM Conference**. You can guarantee the late arrival with a credit card. (If you do not want to use a credit card, you will have to arrange to send a check directly to the hotel for the first night's charge.)

(3) **Important** – Make sure the clerk understands that you are a member of the **Wesley Seminary TransFORM Conference**. Tell the reservation agent about any special requests you have. If you have a problem with stairs, you don't need to request a ground floor. There is an elevator.

(4) Record the reservation Confirmation number for possible future use. If you provide the agent with you email address, an email confirmation will be sent to you.

If you need to cancel the reservation, it is your personal responsibility to do so. Call the hotel **(301-948-8000)** to cancel. Make sure you get and record the cancellation number for possible future use.

Here is some additional details about the Sleep Inn, Rockville:

- Free deluxe continental breakfast
- Free wireless high-speed Internet access in all rooms
- Free weekday newspaper
- Free shuttle service to the Shady Grove Metro Station (contact the hotel for more details)
- Free local calls

The shuttle service to/from the Shady Grove Metro Station can be used if you want to travel to/from the D.C. mall.