

Important Things to Know About Hotel reservations for the FMEA Conference

Please read this notice for **COMPLETE COMPREHENSION!**

1. **NEVER** use your personal debit card for making hotel reservations under any circumstances! Such a practice puts your personal checking account at risk.
2. All problems related to the FMEA Conference are caused by members who do not cancel room blocks in a timely manner which puts the association at significant risk for having to pay **\$30,000 or more** for failing to meet the contracted room blocks.
3. When you know how many rooms you will actually use, PLEASE cancel the rooms you don't need IMMEDIATELY, so that members who want to stay in the Marriott Waterside, Embassy Suites Downtown, the Westin Harbor Island, the Hyatt Regency, or the Sheraton Riverwalk Hotel can use those rooms.
4. **Cancellations should be made by December 1** to allow for FMEA members to have access to those rooms – which the hotels will return to the FMEA rooming blocks. Access will continue to be allowed through December 10 for other members to pick up any cancellations.
5. Hotels **will bill** at least the first night (and maybe the whole stay, depending on their policy) on **December 10** for reservations held on that date. This practice is to ensure that people who have held reservations past the cut-off date for the conference **actually USE** the rooms reserved.
6. With reference to Item #3, if you are paying the hotel with a school check it is your responsibility to make arrangements with the hotel to guarantee the reservation and handle the first night's charge on the reservation. Work that out with the hotel.
7. If you become aware that a hotel is not following FMEA policies – please let us know. To be of any assistance, our staff will need to know what number you called (the local number or the 800 reservations number?) and who you talked with (a specific name). If it is about an existing reservation, your confirmation number will be needed, as well as the date(s) you made the reservation and had any other conversations with hotel personnel.