



GROUP HOUSING PROCEDURES

2015 Alcoholics Anonymous International Convention July 2-5, 2015 Atlanta, Georgia

Alcoholics Anonymous World Services, Inc. (AAWS, Inc.) and their International Convention Manager make every effort to facilitate the planning of group coordinators and travel agents with a few caveats:

1. We provide this service for group utilizing 10 rooms or more (for groups with fewer rooms simply send your completed housing forms in together as a group and ask to be assigned to the same hotel - be sure that your choices are consistent).
2. We attempt to ensure fairness for the entire fellowship so that a group traveler is not getting an advantage over an individual traveler making housing arrangements for the convention.
3. There are no commissions for rooms booked through the group housing process available for agents or coordinators.
4. We do not get involved in meal plans or hospitality space in the properties that you request. That remains the role of the coordinator or agent to finalize once the assignment has been made.
5. We do not guarantee that you will be assigned the property of your choice, but every attempt will be made to match you with one of your choices or a property with similar amenities and rates to those requested.

Group housing requests are entered by date received into a database. Requests should be received in writing with the following information:

1. Exact number of rooms being requested. (Example: 25)
2. Room type by number (Example: 12 single bedded and 13 with two double beds, etc).
3. Approximate arrival and departure dates.
4. Choice of five properties in rank order (at least one must be outside of the downtown area) **excluding: Omni, Embassy Suites Centennial Park and Hilton Garden Inn Atlanta Downtown.**
5. **Submit your request by August 22nd.**

Please utilize the attached form when submitting the required information.

The International Convention registration forms and electronic link are sent out worldwide in August/September of 2014. Your group must register for the convention (travel agency checks are not accepted by the Convention for group registrations - they must be individual payments for participants). We suggest that your group attendees either register individually on the web or you send a cover letter with your group registrations listing the registrants name, total number of registrations being requested and the amount of registration fees being forwarded. Concurrent with the opening of the housing process, on or about **September 3, 2014**, we assign group requests based on date received, and match with hotel choices and availability. When we make the assignment, the rooms are pulled out of the general convention-housing inventory.

By **October 15th** we will need your spreadsheet with the individual's names and convention registration confirmation numbers along with your room requests. You and the property assigned are then notified on or about **October 15, 2014** (after you provide proof of registration and a complete request of your group housing assignment with all relevant information in Excel format that we will provide). At that time you are then free to communicate directly with the hotel property relative to deposits and any other needs for your group. The hotel may request a separate contract with you as Group Coordinator. Groups are responsible for any obligations incurred as a result of this agreement between hotel and group including deposits.

Please note cancellation penalties will be determined by group's individual arrangement with hotel.

If you have already made arrangements with properties in Atlanta, please inform us so that we may remove your information from our database. If we learn that you have booked directly with properties, we will also remove your request from the database. We will not process split room requests (10 rooms at a property with one rate and 15 at a property with a different rate).

For additional information please contact Gregg H. Talley, FASAE, CAE at (856) 423-7222 ext. 218 or email at gtalley@talley.com or Christine Flowers at cflowers@talley.com ext. 273.



Group Housing Request

| | | |
|-----------------------|--------------|------------|
| <i>Group Name</i> | | |
| <i>Contact Name</i> | | |
| <i>Address</i> | | |
| <i>City</i> | <i>State</i> | <i>Zip</i> |
| <i>Telephone</i> | | <i>Fax</i> |
| <i>E-mail address</i> | | |

Required Information:

Anticipated Number of Rooms Required: _____ Anticipated Arrival Date: _____

Estimated Total Number of People in Group: _____ Departure Date: _____

Choice of Hotel Properties in Rank Order (Must provide 5 choices with at least 1 outside downtown area):

- 1.
- 2.
- 3.
- 4.
- 5.

Hotel Reservations – FILL OUT TO THE BEST OF YOUR KNOWLEDGE. YOU WILL HAVE AN OPPORTUNITY TO FINALIZE WHEN WE SEND OUT EXCEL FORM WITH HOTEL ASSIGNMENT.

| | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | Sun. | Mon. | TOTAL |
|-----------------------------------|------|-------|------|--------|------|------|------|------|--------|
| | 6/29 | 6/30 | 7/1 | 7/2 | 7/3 | 7/4 | 7/5 | 7/6 | ROOM |
| | | | | | | | | | NIGHTS |
| Single (one guest/one bed) | | | | | | | | | |
| Double (2 guests/one bed) | | | | | | | | | |
| Double/ Double (2+ guests/2 beds) | | | | | | | | | |
| Suites | | | | | | | | | |
| Total | | | | | | | | | |

What is more important to your group location or rate?

Will there be any other needs your group requires such as meeting room for meals or coffee, etc.?

ANY ADDITIONAL COMMENTS:

ATLANTA HOTELS / AMENITIES & RATES

| Hotel Name / Address | Hotel Code | Room Rates* | | Parking | Restaurant | Pool | Fitness Center | Airport Shuttle |
|---|-------------|---|--------------------------------|-------------------------|------------|------|----------------|-----------------|
| | | S = 1 Person T = 3 Persons | D = 2 Persons Q = 4 Persons | | | | | |
| DOWNTOWN HOTELS | | | | | | | | |
| Aloft Hotel Atlanta Downtown 300 Spring Street NW | AHD | King Bedded = \$164 Two Queen Bedded = \$184 | | \$22 | Yes | Yes | Yes | No |
| Atlanta Marriott Marquis 265 Peachtree Center Avenue | AMM | S/D = \$158 T = \$168 Q = \$178 | | Valet \$32 Self \$20 | Yes | Yes | Yes | No |
| DoubleTree Downtown 160 Spring Street NW | DTD | S/D = \$149 T/Q = \$179 | | \$30 | Yes | Yes | Yes | No |
| Embassy Suites Hotel at Centennial Olympic Park 267 Marietta Street | ESCP | S/D = \$185 T = \$205 Q = \$225 | | \$30 | Yes | Yes | Yes | Yes - \$ |
| Hampton Inn and Suites Atlanta Downtown 161 Spring Street NW | HAM | S/D = \$169 T = \$189 Q = \$209 | | \$20 | No | No | Yes | No |
| Hampton Inn Atlanta Georgia Tech Downtown 244 North Ave NW | HIGT | S = \$169 D = \$179 | | \$18 | No | No | Yes | No |
| Hilton Atlanta 255 Courtland Street NE | HA | S/D = \$ 155 T/Q = \$166 | | Valet \$30 Self \$22 | Yes | Yes | Yes | Yes |
| Hilton Garden Inn Atlanta Downtown 275 Baker Street NW | HGID | S/D = \$175 T = \$185 Q = \$195 | | Valet \$28 Self \$22 | Yes | Yes | Yes | Yes |
| Holiday Inn Downtown 101 Andrew Young Int'l Blvd | HID | S/D = \$169 T = \$179 Q = \$189 | | Valet \$20 | Yes | Yes | Yes | No |
| Holiday Inn Express & Suites Atlanta Downtown 111 Cone Street NW | HIED | S/D = \$169 T = \$189 Q = \$209 | | Valet \$25 Self \$20 | No | No | Yes | Yes |
| Hyatt Regency Atlanta 265 Peachtree Street NE | HRA | S/D = \$153 T/Q = \$165 | | Valet \$32 | Yes | Yes | Yes | Yes - \$ |
| Marriott Courtyard Atlanta Downtown 133 Carnegie Way NW | MCD | S/D = \$140 | | Valet \$25 Self \$15 | Yes | No | Yes | Yes |
| Omni Hotel at CNN Center 100 CNN Center | OCNN | S/D = \$168 T/Q = \$188 | | Valet \$32 | Yes | Yes | Yes | Yes - \$ |
| Ritz Carlton 181 Peachtree Street NE | RITZ | S/D = \$170 T = \$195 Q = 220 | | \$35 | Yes | No | Yes | No |
| Sheraton Atlanta Hotel 165 Courtland Street NE | SAH | S/D = \$124 T = \$144 Q = \$164 | | Valet \$29 Self \$22 | Yes | Yes | Yes | No |
| Twelve Hotel & Residences Centennial Park 400 W. Peachtree Street | TRCP | S/D = \$189 King Only | | Valet \$28 | Yes | Yes | Yes | No |
| W Atlanta Downtown 45 Ivan Allen Jr Blvd NW | WAD | King S = 179, King D = 199 T = \$229 Q = \$249 | | Valet \$30 | Yes | Yes | Yes | No |
| Westin Peachtree Plaza 210 Peachtree Street NW | WEST | S = 158, D = 168, T = 178, Q = 188 | | Valet \$32 Self \$22 | Yes | Yes | Yes | No |

Reservations will be made on a first-come, first-served basis. You must have your registration number to reserve your room. All hotel rates are exclusive of taxes.

ATLANTA - DOWNTOWN HOTELS

2015 International Convention

Downtown Hotels

1. Aloft Hotel Atlanta Downtown
300 Spring Street, NW Atlanta, GA 30308
2. Atlanta Marriott Marquis
265 Peachtree Center Avenue Atlanta, GA 30302
4. DoubleTree Downtown
160 Spring Street NW, Atlanta, GA 30303
5. Embassy Suites Hotel at Centennial Olympic Park
267 Marietta Street, Atlanta, GA 30313
6. Hampton Inn and Suites Atlanta Downtown
161 Spring Street NW, Atlanta, GA 30303
7. Hampton Inn Atlanta Georgia Tech Downtown
244 North Ave NW, Atlanta, 30313
8. Hilton Atlanta
255 Courtland Street NE, Atlanta, GA 30303
9. Hilton Garden Inn Atlanta Downtown
275 Baker Street NW, Atlanta, GA 30313
10. Holiday Inn Downtown
101 Andrew Young Int'l Blvd, Atlanta, GA 30303
11. Holiday Inn Express & Suites Atlanta Downtown
111 Cone Street NW, Atlanta, Ga 30303
12. Hyatt Regency Atlanta
265 Peachtree Street NE, Atlanta, GA 30303
13. Marriott Courtyard Atlanta Downtown
133 Carnegie Way NW, Atlanta, GA 30303
14. Omni Hotel at CNN Center
100 CNN Center, Atlanta, GA 30303
16. Ritz Carlton
181 Peachtree Street NE, Atlanta, HA 30303
17. Sheraton Atlanta Hotel
165 Courtland Street NE, Atlanta, GA 30303
18. Twelve Hotel & Residences Centennial Park
400 W. Peachtree Street, Atlanta, GA 30308
19. W Atlanta Downtown
45 Ivan Allen Jr Blvd NW, Atlanta, GA 30308
20. Westin Peachtree Plaza
210 Peachtree Street NW, Atlanta, GA, 30303

Midtown Hotels

21. Atlanta Marriot Suites Midtown
35 14th Street NE, Atlanta, GA 30309
22. Crowne Plaza Midtown (Melia Hotel)
590 W. Peachtree Street NW, Atlanta, GA 30308
23. Georgia Tech Hotel & Conf. Ctr.
800 Spring Street, NW Atlanta, GA 30308
24. Hilton Garden Inn Atlanta Midtown
97 10th Street, NW Atlanta, GA 30309
25. Hyatt Atlanta Midtown
125 10th Street, NE Atlanta, GA 30309
26. Loews Atlanta Midtown
1065 Peachtree Road NE, Atlanta, GA 30309
27. Regency Suites Hotel
975 Peachtree Street, NW Atlanta, GA 30309
28. Renaissance Midtown
866 West Peachtree Street NW, Atlanta, GA 30308
29. The Artmore Hotel
1302 West Peachtree Street
30. W Midtown
188 14th Street NE, Atlanta, GA 30361

Buckhead Hotel

31. Grand Hyatt Atlanta in Buckhead
3300 Peachtree Road NE, Atlanta, GA 30305
- Approx. 7 miles from Downtown



ATLANTA HOTELS / AMENITIES & RATES

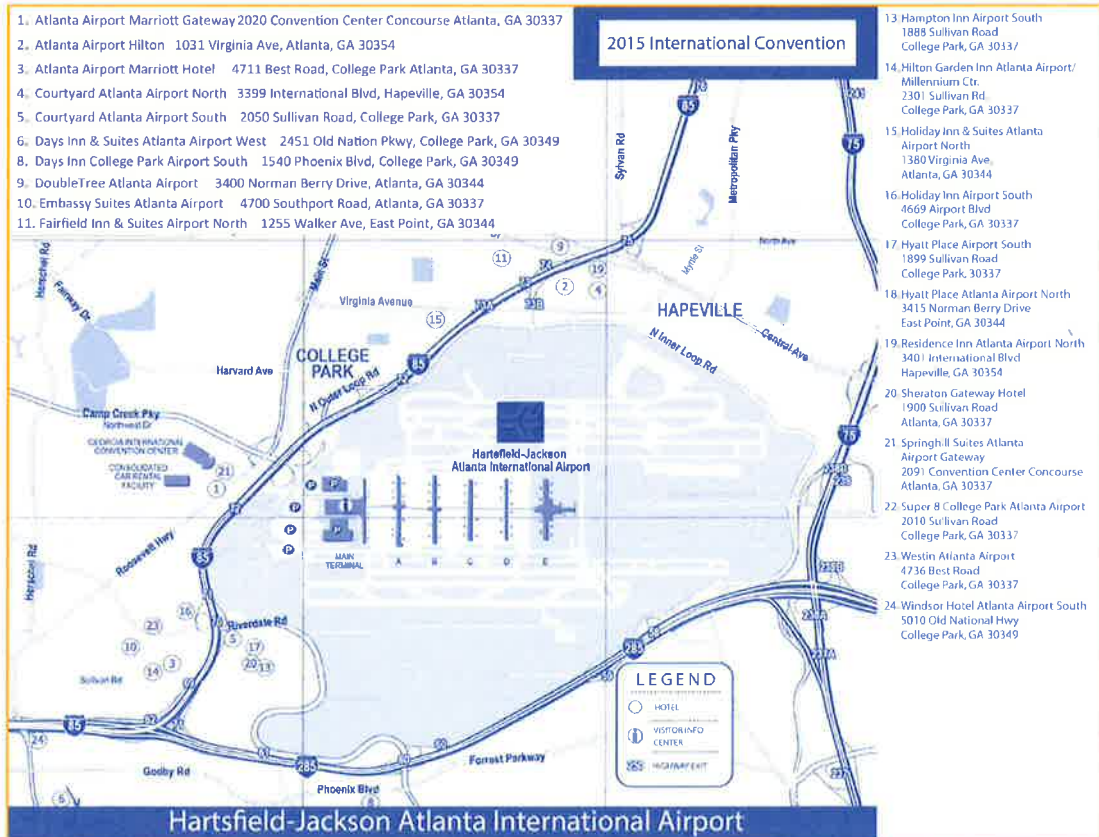
| Hotel Name / Address | Hotel Code | Room Rates* S = 1 Person D = 2 Persons T = 3 Persons Q = 4 Persons (*Rates are quoted in U.S. Dollars) | Parking | Restaurant | Pool | Fitness Center | Airport Shuttle |
|--|------------|---|-------------------------|------------|------|------------------|-----------------|
| MIDTOWN HOTELS | | | | | | | |
| Atlanta Marriot Suites Midtown 35 14th Street NE | AMSM | SS/D = \$150 | Valet \$30 Self \$25 | Yes | Yes | Yes | No |
| Crowne Plaza Atlanta Midtown 590 W. Peachtree Street NW | CPAM | S/D = \$149 T = \$169 Q = \$189 | Valet \$30 Self \$15 | Yes | Yes | Yes | No |
| Georgia Tech Hotel & Conference Center 800 Spring Street NW | GTCC | S/D/T/Q = \$169 | Valet \$22 Self \$18 | Yes | Yes | Yes | Yes - \$ |
| Hilton Garden Inn Midtown Atlanta 97 10th Street NW | HGIM | S/D/T/Q = \$169 | Valet \$22 | Yes | Yes | Yes | No |
| Hyatt Midtown 125 10th Street NE | HYTM | S/D = 175 T = \$185 Q = \$195 | Valet \$25 Self | Yes | Yes | Yes | No |
| Loews Atlanta Midtown 1065 Peachtree Road NE | LAM | S/D = \$172 T = \$197 Q = \$222 | Valet \$32 Self \$24 | Yes | No | Yes | No |
| Regency Suites Hotel 975 West Peachtree Street NW | RSH | S/D = \$169 T/Q = \$189 | \$18 | Yes | No | Yes | No |
| Renaissance Midtown 866 West Peachtree Street NW | RENM | S/D = \$155 | Valet \$32 | Yes | No | Yes | No |
| The Artmore Hotel 1302 West Peachtree Street NW | ARTH | S/D = \$164 T/Q = \$169 | Valet \$ | Yes | No | Yes | No |
| W Midtown 188 14th Street NE | WMT | S/D = \$165 T/Q = \$185 | Valet \$32 Self \$20 | Yes | Yes | Yes | Yes - \$ |
| BUCKHEAD HOTELS | | | | | | | |
| Grand Hyatt Atlanta in Buckhead 3300 Peachtree Road NE | GHB | S/D = \$139 T = \$159 Q = \$179 | Valet \$34 Self \$22 | Yes | Yes | Yes | Yes |
| AIRPORT HOTELS | | | | | | | |
| Atlanta Airport Hilton 1031 Virginia Ave | AAH | S/D = \$120 | Valet \$20 | Yes | Yes | Yes | Yes |
| Atlanta Airport Marriott Gateway 2020 Convention Center Concourse | AAMG | S/D/T/Q = \$136 | Valet \$22 | Yes | Yes | Yes | Yes |
| Atlanta Airport Marriott Hotel 4711 Best Road | AAM | S/D = \$129 T = \$149 Q = \$169 | Valet \$19 Self \$15 | Yes | Yes | Yes Self \$18 | Yes |
| Courtyard Atlanta Airport North 3399 International Blvd | CAAN | S/D = \$139 T = \$159 Q = \$179 | Free | Yes | Yes | Yes | Yes |
| Courtyard Atlanta Airport South 2050 Sullivan Road | CAAS | S/D = \$124 T = \$144 Q = \$164 | \$8 | Yes | Yes | Yes | Yes |
| Days Inn & Suites Atlanta Airport West 2451 Old National Pkwy | DIAW | S/D = \$80.99 | Free | No | Yes | Yes | Yes |
| Days Inn College Park Airport South 1540 Phoenix Blvd | DIAS | S/D = \$89 | Free | No | Yes | Yes | Yes |
| DoubleTree Atlanta Airport 3400 Norman Berry Drive | DTAA | S/D = \$119 T = \$139 Q = \$149 | Valet \$12 | Yes | Yes | Yes | Yes |
| Embassy Suites Atlanta Airport 4700 Southport Road | ESAA | S/D = \$125 T = \$145 Q = \$165 | Self \$12 Self \$10 | Yes | Yes | Yes | Yes |
| Fairfield Inn & Suites Airport North 1255 Walker Ave | FIAN | S/D = \$139 T = \$159 Q = \$179 | Free | No | Yes | Yes | Yes |

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ATLANTA HOTELS / AMENITIES & RATES

| Hotel Name / Address | Hotel Code | Room Rates* | | Parking | Restaurant | Pool | Fitness Center | Airport Shuttle |
|---|------------|---------------------------------|--------------------------------|-------------------------|------------|------|----------------|-----------------|
| | | S = 1 Person T = 3 Persons | D = 2 Persons Q = 4 Persons | | | | | |
| AIRPORT HOTELS (Continued) | | | | | | | | |
| Hampton Inn Airport South 1888 Sullivan Road | HAMS | S/D = \$89 T = \$109 Q = \$129 | | \$7 | No | Yes | Yes | Yes |
| Hilton Garden Inn Atlanta Airport/ Millennium Center 2301 Sullivan Road | HGMC | S/D/T/Q = \$159 | | \$8 | Yes | Yes | Yes | Yes |
| Holiday Inn and Suites Airport North 1380 Virginia Ave | HIAN | S/D/T/Q = \$139 | | \$12 | Yes | Yes | Yes | Yes |
| Holiday Inn Airport South 4669 Airport Blvd | HIAS | S/D/T/Q = \$139 | | \$6 | Yes | Yes | Yes | Yes |
| Hyatt Place Airport South 1899 Sullivan Road | HPAS | S/D/T/Q = \$149 | | Free | Yes | Yes | Yes | Yes |
| Residence Inn Atlanta Airport North 3401 International Blvd | RIAN | S/D = \$139 T = \$159 Q = \$179 | | Free | No | Yes | Yes | Yes |
| Sheraton Gateway Hotel 1900 Sullivan Road | SGH | S/D = \$132 T = \$152 Q = \$172 | | \$12 | Yes | Yes | Yes | Yes |
| Springhill Suites Atlanta Airport Gateway 2091 Convention Center Concourse | SHAG | S/D/T/Q = \$136 | | \$12 | No | Yes | Yes | Yes |
| Westin Atlanta Airport 4736 Best Road | WAA | S/D = \$129 T = \$149 Q = \$169 | | Valet \$21 Self \$16 | Yes | Yes | Yes | Yes |
| Windsor Hotel Atlanta Airport South 5010 Old National Hwy | WGAS | S/D = \$132 T = \$152 Q = \$172 | | Free | Yes | Yes | Yes | Yes |

OUTLYING (AIRPORT) HOTEL MAP



Reservations will be made on a first-come, first-served basis. You must have your registration number to reserve your room. All hotel rates are exclusive of taxes.