RESERVATION INSTRUCTIONS FOR THE
2019 Research Administrators Symposium

Group Rate of $113.00

Tuesday, April 2, 2019 – Thursday, April 4, 2019

RESERVATION PROCEDURES

Individual Telephone Reservations
Individual guests may call the hotel directly to book rooms at the discounted rate using the local or toll free number provided below. *Reservations must be received no later than __March 18, 2019__* in order to get the discounted rate. When requesting a room guests may refer to the "2019 Research Symposium Room Block" or by reference **Group ID: RAS.**

Local # 518-869-8100 and/or the toll free # 800-448-3500

On-Line Booking Link

2019 Research Symposium

Check in time begins for all groups at 4:00 p.m. Individuals may check in earlier, depending on occupancy levels and availability of "ready" rooms. Check out time is 12 noon.

GUEST ROOM CANCELATION POLICY

Individual reservations may be cancelled up to 4:00pm the day prior to arrival without any penalties. Any cancellation after this time will be subject to a fee of one night's room and tax.

TAX POLICY

The total tax charge for Albany County is 14%. If you are a NYS Employee or Vendor travelling on business you are eligible to be tax exempt. In order for taxes to be removed from you final bill please *be sure to arrive with a signed ST-129 tax exempt form*. The link below will bring you to a copy of the form that can be filled out, printed and signed prior to arrival.

https://www.tax.ny.gov/pdf/current_forms/st/st129_fill_in.pdf

HIGHLIGHTS OF THE DESMOND HOTEL

Complimentary Wi-Fi throughout entire hotel

Airport accessibility with 24 hour complimentary on-demand shuttle

Secured Internet access available – for private computer networking

Multiple dining options on-site as well as room service

Transportation to restaurants and shopping within the immediate area including Colonie Center Mall

Fitness Facility, Indoor pool, Billiards Room, Business Center

Complimentary Parking in a safe well-lit surface parking lot

Complimentary newspapers in the lobby