



Please be advised as of February 2, 2012 The Sheraton Hotel only has King beds available. There are no more Doubles at this time

Dear MMUN Coordinator:

These forms are for securing your school reservations at the Sheraton Brooklyn Hotel. Please read the following instructions carefully before completing all the forms.

Your contact for program registration and hotel reservations is

Heidi Walters

Account Manager & Registrar

Montessori Model UN

USA: 646-957-1161 | CAN: 416-450-7554 | FAX: 646-355-0082

E-mail hwalters@montessori-mun.org

The deadline for reservations is **3/12/2012. THERE IS NO ASSURANCE ROOMS WILL BE AVAILABLE AT THE REDUCED MMUN RATE. THERE ARE LIMITED ROOMS AVAILABLE AT GROUP RATE. FIRST COME FIRST SERVE. UNTIL THE BLOCK IS FILLED.**

We strongly advise that you do not make your flight or transportation arrangements before receiving your hotel confirmation.

RATES: MMUN BLOCK RATES ARE FOR APR 24-28. The Hotel is sold on April 23, 2012.

Single, Double, Triple or Quad \$319/night + taxes*

The hotel only offers rooms with two double beds or one king bed. No cots or rollaway's are available

GROUP RESERVATION PROCEDURES

ATTENTION: All reservations must follow the Group Reservation Procedures and should be received no later than 5PM Est 3/12/2012 . Deposit of 1 night per room is due upon booking and the balance is due no later than 5PM EST 3/12/2012.

* All hotel guests must be registered with the MMUN conference. Hotel reservations will not be processed if the names on the reservation form do not match the names in your MMUN registration dashboard. Any questions about this procedure please contact Heidi Walters at hwalters@montessori-mun.org

Guest Accommodations:

- The Sheraton Brooklyn as both (1) King bed rooms and (2) double bed rooms only.
- The Sheraton Brooklyn has a limited number of rooms with (2) double beds and these rooms will be assigned on a first come, first serve basis.
- A maximum of (4) people can be accommodated in double-bedded rooms.
- Roll-Away beds are not available at the Sheraton Brooklyn
- Please note that the hotel does not guarantee that your rooms will all be on the same floor.

ROOMING LIST/GROUP ROOM BLOCK

All room reservations are to be made by providing the attached rooming list to Ms. Heidi Walters at hwalters@montessori-mun.org no later than 3/12/2012.

CHANGES TO ROOMING LIST

If you wish to make changes to your rooming list, please e-mail the changes to Ms. Heidi Walters at hwalters@montessori-mun.org no later than 3/12/2012 and indicate your SCHOOL NAME in the email body and subject line to expedite the process. Room changes will NOT be accepted upon check-in!

***PLEASE DO NOT SEND US YOUR ENTIRE ROOMING LIST AGAIN.
SEND CHANGES ONLY.**

Below is a sample of the required layout for changes:

	<u>Name</u>	<u>Arrival</u>	<u>Departure</u>	<u>CHANGE</u>
1.	John Doe	4/25/12	4/28/12	Date Change to 4/20 - 4/25
2.	Sally Bowen	4/19/12	4/24/12	Name Change to Jane Lee
3.	Maria Hart	4/25/12	4/28/12	Name Correction to Marie
4.				

TAX

All rooms are subject to state and local taxes, currently at 14.75% plus a \$3.50 Occupancy fee per room per night.

CHECK-IN

- Check-in time at the Sheraton Brooklyn is **4pm**, so please schedule your arrival accordingly.
- **RED EYE ARRIVALS: Rooms are based upon availability 4pm is check in. If you need to guarantee early check in you will have to book another nights stay a day before at the best available rate. There are no guarantees to check in before 4pm**
- The room rate is exclusive of incidental charges. All phones and movies will be turned off. Those services can be provided only by request from your faculty advisor/head delegate at the front desk and after providing a credit card.
- Room assignment changes will not be accommodated upon check-in. **Making room changes could result in lost luggage, and major delays in expediting your group into guest rooms. STUDENTS SHOULD NOT COME TO THE FRONT DESK FOR KEYS OR ROOM CHANGES.**

CHECK-OUT

- Checkout time at the Sheraton Brooklyn is **11am**. They cannot grant late checkout due to occupancy. If you stay past 11am a late charge fee will apply.

PAYMENT PROCEDURES

- Upon receipt of the rooming list MMUN will send you an invoice indicating total costs of hotel stay including taxes
- To secure your reservation one night per room is due immediately and the balance will be due 5pm February 28, 2012
- Payment is to be made to MMUN directly by Credit Card by completing the attached credit card authorization form.

*******NOTE: PURCHASE ORDERS ARE NOT ACCEPTED*******

No exceptions will be made

THE MONTESSORI MODEL 2012 CONFERENCE
GROUP HOTEL REGISTRATION FORMS

This form must be typed or printed neatly

School: _____

Group Leader: _____ Cell Phone _____

School Address: _____
(Street)

(City)

(State)

(Zip)

Home Phone: () School Phone: ()

Fax: () E-mail: _____

Arrival Date: _____ Departure Date: _____

Group Room Block:

Please fill out your estimated amount of room nights you need per night. This should then be reflected on your rooming list. **NO ROOMS AVAILABLE ON APRIL 23. HOTEL IS ENTIRELY SOLD OUT****

DAYS OF WEEK	Tue	Wed	Thu	Fri	Sat
DATES	4/24	4/25	4/26	4/27	4/28
Exact Number of Rooms Needed					

Arrival Date: _____

Departure Date: _____

We strongly advise that you do NOT make your flight or transportation arrangements before receiving your hotel confirmation

Please use the form on page 5 to send all rooming lists.
Use the same form (page 5) to send changes to the rooming list.
Send to Ms. Heidi Walters hwalters@montessori-mun.org
and indicate your SCHOOL NAME in the email subject line or Fax to 646-355-0082

THE MONTESSORI MODEL GROUP ROOM BLOCK FORMS

SCHOOL:	
GROUP LEADER:	CELL PHONE:
ARRIVAL DATE	DEPARTURE DATE
FORM SUBMITTED DATE:	

**** Room changes will NOT be accepted upon check-in****

Please use the form to send all rooming lists. Use the same form to send changes to rooming list prior to arrival to Ms. Heidi Walters hwalters@montessori-mun.org and indicate your SCHOOL NAME in the subject to expedite the process.

Please make copies of this page if you have more names

ROOM #1
1)
2)
3)
4)
Confirmation #

ROOM #4
1)
2)
3)
4)
Confirmation #

ROOM #2
1)
2)
3)
4)
Confirmation #

ROOM #5
1)
2)
3)
4)
Confirmation #

ROOM #3
1)
2)
3)
4)
Confirmation #

ROOM #6
1)
2)
3)
4)
Confirmation #

**Montessori Model United Nations
Credit Card Payment Authorization Form**

Sign and complete this form to authorize **Montessori Model United Nations (MMUN)** to debit your credit card as listed below.

By signing this form you give MMUN permission to debit your account for hotel room reservations at the Sheraton Brooklyn for MMUN Conference 2012

Please complete the information below:

I _____ authorize Montessori Model UN (MMUN) to
(Full Name)

Charge my credit card account indicated below

Billing Address: _____

City, State _____

Zip: _____

Account Type: Visa MasterCard AMEX

Cardholder Name _____ Account
Number _____

Expiration Date _____

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

SIGNATURE _____ **DATE** _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for deposit and room bookings for the Sheraton Hotel for MMUN 2012 and the card will be charged upon booking, 1 room night plus tax per room and on Feb 28, 2012 the balance of the hotel stay will be charged.