

**\*\* ENCLOSURE \*\***

**INSTRUCTIONS FOR MAKING HOTEL ROOM RESERVATIONS**

**PLEASE READ CAREFULLY**

Paragraphs 1 and 2 below describe how to reserve your room for 1 or more nights of the official reunion; 1-5 November. If you wish to book nights before or after the reunion you must do so as explained in paragraph 3.

1. Using the internet, go to our personalized USS Soley Reunion website that the hotel has established: <https://www.starwoodmeeting.com/Book/USSsoleydd707reunion>.

- OR -

2. Call the toll-free hotel reservation number 1-888-627-7049, mention the "USS Soley Reunion Association" to receive our group room rate, and reserve your room.

3. You can add additional nights to your reservation up to 3 days before and 3 days after the official reunion dates at our Group Rate on a space available basis; **BUT** you must do so by contacting our Hotel Reservation Coordinator, Seth Weiner **AFTER** you have made your initial reservation. Seth may be contacted by e-mail: [sweiner@sheratonalexandria.com](mailto:sweiner@sheratonalexandria.com) - or - telephone 703-836-4700 Ext. 3. Do not call the main reservation line as they have no authority to make group reservations for any days before or after the official reunion dates.

If you have any special requests such as a Handicapped Room, advise the hotel at the time you make your reservation or by contacting Seth Weiner after you have confirmed your reservation, to make the special arrangement. You can cancel up to 48 hours before your arrival date with no cancellation fees. If you do not cancel, and do not show up, you will forfeit your 1st night's deposit.

**IMPORTANT NOTE:** The cutoff for making room reservations is 5 p.m., 4 October 2018. See procedures below for attempting to make reservations after that date.

You may attempt to make a room reservation after 4 October, but it will be on a space available basis. Therefore, there is no guarantee that a room can be booked at our Group Rate after 4 October. If you need to make a reservation under these circumstances, you must do so by e-mailing or calling Seth Weiner as listed above. Do not call the main reservation line as they have no authority to make group reservations after our cutoff date.

Call or e-mail me with questions or concerns:

Mike Pollack, 571-284-7373

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