



Kellogg Hotel & Conference Center
at Michigan State University

GROUP RESERVATIONS

Dear Mr. Baswell, CEFP:

For your guest's convenience, they can make reservations online or by phone. Please provide attendees with your **Group Code: 1903WINTER**. They will need this code to access the conference room block.

The room block release is **March 04, 2019**. Reservations made after the group room block release date will be subject to room and rate availability.

ONLINE RESERVATION INSTRUCTIONS

For ease and 24 hour access to booking for your guests we encourage guests to book online by following the instructions below:

- Go to www.kelloggcenter.com
- Click on the "Reservations" link at the top of the page
- Select "Book Now Online" link
- Enter arrival, departure, rooms, and number of adults and children
- Select "More Options" and enter your **Group Code: 1903WINTER**
- Click "Check Availability"

The screenshot shows the online booking interface. On the left, the 'Modify Your Search' section includes fields for Arrival Date (09-24-2018), Departure Date (09-26-2018), Rooms (1), Adults (1), and Children (0). Below these are fields for 'ENTER PROMO CODE' with the value '1903WINTER' highlighted, and 'ENTER CORPORATE NUMBER'. A 'Check Availability' button is at the bottom of this section. The main content area displays 'STANDARD QUEEN ROOM' with a 'Room Details' section. It includes a photo of the room, a 'Room Rate' of USD \$ 120.00, and a 'Book Now' button. The text describes the room as a 200 sq. ft. queen bed guest room with views of the Red Cedar River or the beautiful Michigan State University campus. It also mentions complimentary Wi-Fi, high definition TVs, and other amenities. At the bottom, it lists 'MI Democratic Party Statewide Convention' as the event.

For special requests, reservations outside of the conference dates, or reservations after the room block release date, please call our reservations department at 800-875-5090.

PHONE RESERVATION INSTRUCTIONS

- Call 800-875-5090 and refer to the **Group Code: 1903WINTER** or **Block Name: Winter 2019 MiAPPA Conference**
- Representatives are available Monday through Friday 7:30am-7:00pm
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