

NC Elementary Convention 2025

Conference Dates: January 31 – February 2, 2025

All housing reservations for Junior Beta will be processed by the Sheraton Greensboro Hotel. Reservations must be submitted on the Excel Housing Form provided with all columns filled out completely. Housing forms should be emailed to Betsy Garland at egarland@sheratongreensboro.com. PHONE RESERVATIONS WILL NOT BE ACCEPTED. All forms will be entered in the date order that they are received. A confirmation invoice will be sent upon completion of each housing form to the email address provided.

We request that all rooms are fully prepaid prior to arrival to provide a faster registration process. However, it is not mandatory. A deposit of half of the total amount due for all rooms is **REQUIRED** after receipt of the confirmation invoice from the Sheraton to guarantee reservations.

Special requests of schools traveling together should be noted on the housing form. We will make every effort to block rooms together for those schools that have made this request. Organization of the student rooms will be the responsibility of the advisors. The hotel will not be able to divide the room rates of students from different schools that are rooming together. The school that lists the student's name(s) on their housing form is responsible for payment for that room.

The deadline for changes is **Friday, January 24, 2025**. All cancellations and changes must be submitted in writing and emailed to egarland@sheratongreensboro.com. In order to process your reservations correctly, block the rooms together, and prepare room keys and final invoices, we ask that you respect the deadline date of **Friday, January 24, 2025**. Changes will not be accepted after this date.

Please complete all information in each column on the housing form. Please do not use fictitious names as placeholders for rooms. Indicate the adults on the housing form by adding the word Adult next to the first name. Example : Mary Adult, no parenthesis or any other punctuation is needed. Please do not use fictitious names as placeholders for rooms.

Incomplete forms will be sent back. Input of reservations will be delayed until all information on the housing form is provided completely and correctly.

Please adhere to all deadline dates below:

Reservations open on 9/16/2024. No lists should be submitted prior to this date.

**Reservations close on 1/2/2025. All housing lists should be submitted prior to this date.
Housing lists that are sent after the close date will only be considered based on availability.**

Deadline for changes/cancels is 1/24/2025.