

## **NC JUNIOR BETA CONVENTION 2024**

### **Housing Reservations Information**

**Conference Dates: January 28–30 2024**

All rooming lists will need to be uploaded via the link posted on the conference website using the excel format provided. Please indicate the adults with each school by following the example on the spreadsheet when completing.

Rooming lists cannot be uploaded before Monday, 9/11/2023.

The final date to upload rooming lists (based on availability) is Thursday, January 4, 2024.

Once rooming lists are in, an invoice will be sent to the email provided on the form.

Full payment for all rooms prior to arrival is not required; however, it is requested for an easier and faster registration process. A credit card # is required on the form to book and guarantee all rooms. No charges are posted to the credit card provided for guarantee.

Only send revisions to your original lists between Monday, November 6, 2023 – Monday, January 15, 2024 to Betsy Garland at [egarland@sheratongreensboro.com](mailto:egarland@sheratongreensboro.com).

The hotel's standard rooms consist of two double beds or one king sized bed. Lodging room assignments will be based on availability. The two double bedrooms will accommodate up to four people only and the king rooms will accommodate up to two persons only. Suite options may be available upon request. Due to fire codes, we are unable to add a rollaway bed in a room with two double beds.

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 hotel cannot discern duplicated names and we hold the number of rooms that is indicated on each form. If both schools list the shared student information, both schools will be charged in FULL for all rooms on the housing form.

Any special requests will be considered based on availability.