

DELTA SIGMA THETA SORORITY, INC.
A SERVICE SORORITY
GRAND CHAPTER

**HOUSING PROCEDURES AND INSTRUCTIONS FOR THE SPECIAL
REGISTRATION OF THE CHAPTER'S VOTING DELEGATE FOR THE 49TH
NATIONAL CONVENTION
MARCH 17, 2008 – MARCH 22, 2008**

(PLEASE READ CAREFULLY)

Delta Sigma Theta has partnered with Wyndham Jade Housing to administer Delta Sigma Theta Sorority's room block for the 49th National Convention. Once you have registered for the Convention online, you will link to Wyndham Jade to make your housing reservation. Please keep in mind that you will not be able to reserve housing until you have registered for the Convention. Online reservations are available 24 hours/day.

CONVENTION RATES

To receive the convention rates listed, you must make reservations after you have registered online for the National Convention. Six hotels are participating as official convention hotels, and are listed in the attachment. See Accommodations and Hotel Rates.

HOTEL RESERVATIONS

The Delta/Wyndham Jade Housing Bureau will provide an easy and convenient way for you to make your hotel reservations online. Reservations are processed on a first come, first served basis, effective March 17, 2008. The Delta/Wyndham Jade Housing Bureau has been instructed to honor requests received March **17-22, 2008** from chapter presidents and reserve **one** room for the **chapter's voting delegate**, and thereafter until the cut off date, June 19, 2008. Requests received prior to the effective date will not be honored. Requests received after the cut off date will be processed by the hotels.

DEPOSIT REQUIRED

The Delta/Wyndham Jade Housing Bureau has been instructed to collect a mandatory **two (2) night deposit** for each room plus appropriate taxes (currently 12.5%) at the time of the reservation. The three hotels that are within walking distance (Rosen Centre, Rosen Plaza, and Peabody Hotel) of the Orlando/Orange County Convention Center include a surcharge of 1%. All taxes are subject to change. Deposits are required for all reservations and must be made with a credit card **only**. Major credit cards (MasterCard, Visa, American Express, Discover, and Diners Club) are accepted. **CHECKS, MONEY ORDERS AND WIRE TRANSFERS WILL NOT BE ACCEPTED FOR THE DEPOSIT.**

RESERVATION DEADLINE DATE

The deadline to make reservations during the special registration period is **March 22, 2008**. General registration will open April 1, 2008.

REFUND OF DEPOSIT

Please note that one of the two night's deposit will be **non-refundable**. However, one night may be refundable by the hotel, if your reservation is cancelled within the time specified by the hotel. Failure to check-in to your hotel on the designated arrival date will result in a no-show charge by the hotel, your entire reservation will be cancelled, and your deposit will be forfeited. Please note that penalties for early departure are enforced and vary by hotel. If you are not able to honor your reservation, you may sell your room to another soror; however the seller and buyer are responsible for working out the deposit transaction. Please remember to modify the name on your room reservation to reflect the change. See instructions below.

MODIFICATIONS/CHANGES

Delta Housing will accept modifications/changes to hotel reservations up to the cutoff date of June 19, 2008. After June 19, you must contact the hotels directly to make changes to your reservation. If a reservation is transferred, the buyer must receive the confirmation number in order to make any changes on the reservation.

Visit the website <http://www.wynjade.com/deltamco08> for:

- Profile changes (name, address, telephone, etc.)
- Date changes
- Additional room nights
- Hotel changes
- Cancel a reservation

Attendees who make changes to their reservations on the web may print an acknowledgement of the change at the conclusion of their transaction.

Send an email to delta@wyndhamjade.com:

- To add an additional day. If a date is unavailable you may email a request for the additional date needed. If we are able to fulfill your request an updated confirmation will be emailed to you within 5 days. If your request is denied you will receive an email verification of the decline.
- If you need a copy of your confirmation

CANCELLATIONS

Cancellations of reservations may be processed via the web or must be submitted in writing and forwarded by email to: delta@wyndhamjade.com on or before June 19, 2008. Please keep in mind that if your reservation is cancelled, one of the two nights will be **non-refundable**. If you are not able to honor your reservation, you may sell your room to another soror. After June 19, 2008, you must contact the hotel directly within the specified time period. All cancelled reservations will receive a cancellation number.

ACKNOWLEDGEMENTS

Confirmation: Your hotel acknowledgement will be generated online upon completion of your hotel reservation and automatically sent to the email address provided. The Confirmation will be issued subject to verification by the Sorority and Wyndham Jade, the housing bureau. Your confirmation (Web ID) number is assigned by Delta Housing and assures that the hotel will honor the reservation. You may receive another confirmation from the hotel with their unique hotel internal confirmation number.

If you have not received acknowledgement of your reservation within seven (7) days, please contact the Delta Housing Bureau at 888-889-6405 (US/Canada), or 972-349-7477 (International/Local), or via email delta@wyndhamjade.com.

ROOM TAX/RATES

Quoted rates do not include room taxes of 12.5%. Hotels within walking distance of the Orlando Convention Center also include a surcharge of 1%. All taxes are subject to change.

GENERAL QUESTIONS

Please note that new reservations and or changes will not be taken via phone. For general questions you may use the numbers below:

888-889-6405 (US/Canada)
972-349-7477 (International)
Monday – Friday, 7AM -7PM CST

ONLINE REGISTRATION FOR CHAPTER PRESIDENTS TO REGISTER THE VOTING DELEGATE OF THE CHAPTER WILL OPEN MARCH 17, 2008 AND CLOSE MARCH 22, 2008

GENERAL REGISTRATION WILL OPEN APRIL 1, 2008

THE CUTOFF TO SECURE DISCOUNTED DELTA HOUSING RESERVATIONS IS JUNE 19, 2008.