



Official Group Housing Guidelines for Travel Organizers and Group Coordinators

Rotary International thanks you for your support of the 2012 Bangkok Convention. Rotary International is under contract with hotels in the host city to fill a minimum number of rooms. If the minimum is not met, Rotary International may incur penalties. To protect Rotary International from incurring penalties, and to ensure that all groups are holding a realistic number of rooms, RI requires groups to commit to their room block with full pre-payment.

Groups requiring 15 or more rooms for the 2012 Bangkok Convention must adhere to this timeline in order to secure rooms via the official room block. There are several key dates over the course of the next year, so be sure to mark each one on your calendar and review them thoroughly, as only fully completed materials returned by the established deadlines will be accepted.

21 MAY – 2 SEPTEMBER 2011

Group housing request forms will be accepted and processed on a first-come first-served basis by Rotary's official housing provider, Experient. Requests received prior to 21 May 2011 will not be acknowledged. Requests will be processed on a first-come first-served basis. Requests received on 3 September 2011 or later, will be reviewed, subject to availability. **Group requests will not be honored over the telephone.**

Experient's staff will be available at the 2011 Convention in New Orleans to accept your reservations or Group Housing Request forms in person, but you may also submit requests to the address noted below as of 21 May 2011.

An official offer of rooms will be delivered to the Group Representative within ten business days of receipt of request. The official offer of rooms will be clearly marked with a return due date. All offers must be returned to Experient by the return date indicated on the offer. The returned offer must include an acceptance, adjustment, or decline of the offered room block, along with credit card number to guarantee each accepted room.

Failure to accept, adjust, or decline the official offer of rooms on or before the return due date will result in the cancellation of the offer. After receipt of accepted room block offer and verification of all credit card information, a designated Group Coordinator from Experient will contact the designated group representative to provide guidance regarding upcoming deadlines.

The hotel where group rooms are assigned may also send a document for you to sign regarding the hotel's policies.

2 DECEMBER 2011

Group room blocks may be reduced and/or adjusted without penalty until 2 December 2011. Full pre-payment for the balance of all room nights in the accepted block must be received by the hotel by this date. An invoice will be sent by Experient approximately 3 weeks prior to this date with the amount of payment due. The full-prepayment is payable only by check or wire transfer in Thai Baht, made payable to the hotel where rooms are assigned, and sent directly to the hotel with a copy to the designated Group Coordinator at Experient Inc. **Credit/Debit cards will not be accepted for this payment.** Remember to allow adequate time for your check or wire transfer to arrive at the hotel by 2 December 2011.

Failure to submit full prepayment on or before 2 December 2011 and to copy the designated Experient Group Coordinator will result in cancellation of the room block (or unused portion of room block).

3 DECEMBER 2011

From this date forward, reductions in the number of room nights booked or complete room cancellations will result in forfeiture of prepayment. **Reductions or cancellations should be made through the Group Coordinator at Experient and the cancellations fees will be maintained by the assigned hotel.**

2 MARCH 2012

Last day to provide names for all rooms reserved. Any rooms held which are left unassigned will be canceled and the full pre-payment will be forfeited as a cancellation fee. Groups may continue to make name changes to reservations through 17 April 2012, but all rooms must have an assigned name by the 2 March 2012 deadline.

22 April 2012

Group representatives should begin working directly with the hotel for any changes or requests.

Please direct **all** housing related inquiries to:

**Experient Inc.
Rotary Group Coordinator
568 Atrium Drive
Vernon Hills, IL 60061 USA
E-mail: rotarygroups@experient-inc.com**



~ 2012 BANGKOK ROTARY INTERNATIONAL CONVENTION GROUP HOUSING HOTEL LIST~



<u>Hotel Name</u>	<u>Rate (Single/Double occupancy) in Thai Baht</u>
Aloft Bangkok	THB 4500 Standard ~ THB 4800 Club
Amari Atrium	THB 2600 Standard ~ THB 3600 Club
Amari Watergate	THB 4900 Standard ~ THB 7800 Club
Asia Hotel Bangkok	THB 2120 Standard
Athénée Bangkok, A Royal Meridien Hotel	THB 5187 Standard ~ THB 7187 Club
Baiyoke Suite	THB 2400 Standard
Bangkok Hotel Lotus Sukhumvit	THB 3960 Standard
Banyan Tree	THB 6500 Standard ~ THB 8500 Club
Bel-Aire Princess	THB 3500 Standard
Century Park Hotel	THB 3300 Standard
Chaophya Park Hotel	THB 3800 Standard
Chatrium Suites Bangkok	THB 3000 Standard ~ THB 4500 Club
Conrad Bangkok	THB 7000 Standard ~ THB 9150 Club
Courtyard by Marriott Bangkok	THB 3800 Standard
Four Seasons Hotel Bangkok	THB 8225 Standard ~ THB 10900 Club
Holiday Inn Silom	THB 3500 Standard ~ THB 4000 Club
Imperial Queen's Park Hotel	THB 3900 Standard ~ THB 5100 Club
JW Marriott Bangkok	THB 6400 Standard ~ THB 7800 Club
Landmark Bangkok Hotel	THB 4650 Standard ~ THB 6200 Club
Le Meridien Bangkok	THB 6500 Standard
Lebua Hotel and State Tower	THB 5000 Standard ~ THB 6200 Club
Mandarin Oriental Bangkok	THB 10500 Standard
Mauray	THB 2200 Standard
Montien Hotel	THB 2900 Standard
Montien Riverside	THB 3600 Standard ~ THB 4900 Club
Novotel Bangkok Siam Square	THB 3600 Standard
Pathumwan Princess	THB 4200 Standard
Pullman Bangkok King Power	THB 3766 Standard ~ THB 4120 Club
Rama Gardens Hotel	THB 3400 Standard
Ramada Encore	THB 2300 Standard
Ramada Menam Riverside	THB 3900 Standard
Renaissance Bangkok Ratchaprasong	THB 5500 Standard
Sheraton Grand Sukhumvit Hotel	THB 6800 Standard ~ THB 8200 Club
Siam City Hotel	THB 4200 Standard ~ THB 5800 Club
Sofitel Bangkok Silom	THB 5300 Standard ~ THB 6850 Club
Sofitel Centara Grand Bangkok	THB 4200 Standard
Sukothai Hotel Bangkok	THB 7650 Standard ~ THB 9000 Club
Swissotel Le Concorde Bangkok	THB 4500 Standard ~ THB 5500 Club
Swissotel Nai Lert Park Bangkok	THB 4000 Standard ~ THB 5500 Club
Tai Pan	THB 2754 Standard
Twin Tower Hotel	THB 2199 Standard
Vie Hotel	THB 4000 Standard ~ THB 5000 Club
Windsor Suites Bangkok	THB 2900 Standard

The rates indicated above are for single and double occupancies in Thai Baht and include breakfast, service charges, VAT, and any other taxes imposed on the renting of hotel rooms. Additional fees may apply for more than two people sharing a room. Please note, room type names may vary but are equivalent to standard or club rooms.