



## Notice to attendees: ALAS 16<sup>th</sup> Annual Education Summit – Orlando, FL

As a reminder, any company calling or emailing you suggesting that they represent the event is not affiliated with ALAS, Association of Latino Administrators and Superintendents. DO NOT BOOK A HOTEL ROOM WITH THEM.

Room poaching is a practice carried out by third-party companies that act as travel agencies, wholesalers or destination management companies to solicit registrants and exhibitors for room reservations for society or other organizations meetings. The practice of room poaching makes it more difficult for us to meet our room block commitments and exposes ALAS to penalties and increased room rates for our conferences.

When ALAS secures sleeping rooms at the Renaissance for our conference (commonly referred to as a room block), we make certain that our attendees and exhibitors are adequately accommodated. Our room block is established to ensure that rooms meet our standards and are offered at a discounted price. ALAS is working directly with the Renaissance Orlando for the October 2019 Summit.

Often room poachers may misrepresent themselves as the ALAS official housing provider and registrants and exhibitors may be contacted by fax, email or phone with offers for cut rate housing. The poacher might inform registrants and exhibitors that the hotel room block is "sold out," and that if you do not book with them immediately, you may not get a room. Additional deceptive tactics may include:

- Forms or promotional materials that appear to be issued by ALAS
- Not delivering on promises to customers. When customers arrive, reservations are sometimes non-existent, or the hotels are not conveniently located.
- Representing themselves as being affiliated with the ALAS Summit by illegally using our name or logo.

The only valid method of reservation for the 2019 ALAS Summit at the Renaissance Orlando is provided below for your reference.

### 1. RESERVATIONS PROCESS & BOOKING WEBSITE

A dedicated booking website has been created for your event so your guests will be able to make, modify and cancel their hotel reservations online, as well as take advantage of any room upgrades, amenities or other services offered by the hotel.

To preview the website, please click the following link: <https://book.passkey.com/e/49874925>

For phone reservations, please use the following Group Reservations phone numbers and refer to Association of Latino Administrators Summit Conference. For any questions or concerns please email or call ALAS at 202-466-0808, [contact@alasedu.org](mailto:contact@alasedu.org).

**1-407-351-5555**

**1-800-266-9432**

Thank you for your support.

Sincerely,

*Dr. Nancy Lewin*

ALAS Executive Director