

Making a reservation into a group block.

1. Group Name: NMEA – Participants Block
2. Group Code: NMP
3. Dates: 11-17-10 through 11-21-10
4. Rate: Standard Room \$104
5. Cutoff Date: 10-26-10

Hotel reservations will become available **Friday December 4th, 2009** at 2:00pm.

- 1) Decide whether you would like to make your reservation via phone, or via the internet.
- 2) To make a reservation via the phone please dial **(402)475-4011**, and then skip to A.
- 3) To make internet reservations please visit www.holiday-inn.com/lincolne, and then skip to B.
 - A.
 - 1) Call reservation number and ask for new reservations.
 - 2) Let attendant know you are making a group block reservation.
 - 3) Have check-in and check-out date's ready, as well as group code _____ or account name _____ ready. Also have form of payment accessible.
 - 4) Get reservation confirmation number, and any other pertinent information you would like.
 - B.
 - 1) Go to the above internet address.
 - 2) On the left hand side of the screen enter your check-in and check-out dates.
 - 3) Fill in the number of rooms you will need.
 - 4) Finally fill in your group code _____, and click the check availability icon.
 - 5) Your group rate and group name should appear.
 - 6) Continue making reservation until confirmation number is assigned.

If you have any problems please call (402)475-4011 and ask for group sales.

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