

Reservation Instructions

Everything is all set for your guests to start making their reservations. I wanted to let you know that the rooms you have blocked for **March 20th 2010 - March 21st, 2010** are ready for your guests to book. Please be advised that the cut off date for the guests booking their reservations is **Friday, March 12th, 2010**. If any of your guests have issues with making their reservations please contact me directly and I will be happy to help!

The options to book reservations

Option 1: 1-800-HILTONS or 703-847-5000

1. Request the Hilton McLean in Tysons Corner **West Point Society Room Block**
2. If the agent cannot find the group under that name, tell him/her the group code is WPS
3. Guests will have to provide a credit card. This will guarantee the room. If they want to use a different method of payment at check in they are welcomed to do so.
4. Have the agent email you the confirmation letter
5. The cancellation policy is 24 hours prior to the date of arrival by 3pm.

Option 2: www.mclean.hilton.com

1. Select the dates you wish to make the reservation for and click go
2. Scroll down to the section for Special Accounts. In the field for Group/Convention type the code WPS
3. A room type will be available, pick which room type and click continue
4. Guests will have to provide a credit card. This will guarantee the room. If they want to use a different method of payment at check in they are welcomed to do so.
5. Print off confirmation numbers.
6. The cancellation policy is 24 hours prior to the date of arrival by 3pm.