

# DCAT WEEK '12 SUITE HOLDER'S CHECKLIST ✓

## The InterContinental

- You should have received an email from the InterContinental confirming your suite reservation. Please make sure everything is correct.
- The person listed as the "Suite Occupant" is the only person that will be able to pick-up keys for the suite. If others require access to the suite you will need to add their contact information to the reservation by contacting Emily Borg at [emily.borg@ihg.com](mailto:emily.borg@ihg.com) prior to arrival at. This is for your security.
- Check-in is traditionally after 3:00 pm. Arrivals prior to 3:00 pm cannot be guaranteed. Furthermore, the InterContinental does not guarantee the room will be ready at 3:00 pm. If there is a heavy turnover of guests, you may have to wait. Therefore, please do not schedule meetings for that suite prior of 5:00 pm on the day of check-in. If the suite is needed prior to 3:00 pm on the day of check-in, you should reserve the suite for the day before.
- Check-out is 12:00 pm. You will incur an additional night's charge if the suite is occupied after 12:00 pm.
- Please note that there will be a charge from the InterContinental of one night's rate if you do not cancel within 24 hours.
- If you do not present a credit card at check-in, the card information that you provided on the Suite Form will be charged at the time of check-out for any and all charges accrued during your stay.
- Please notify Emily Borg at [emily.borg@ihg.com](mailto:emily.borg@ihg.com) if you will require furniture in your suite. Extra furniture can not be guaranteed unless pre-ordered (additional charges apply). If furniture needs to be removed from your suite there will be a charge of \$300.00 and an additional sleeping room will also need to be purchased as a storage room.
- All food and beverage requirements for your suite should be handled directly with Emily Borg at [emily.borg@ihg.com](mailto:emily.borg@ihg.com). Pre-orders are preferred. The hotel is full during DCAT Week and there is a long wait time for same-day orders.
- There is no wifi in the suites. However, you can purchase access to the internet for a fee of \$7.55 per hour or \$14.07 per day.
- See the [Event Planner's Guide](#) on DCAT's website for more DCAT Week '12 information.
- If you require signage from the hotel, which would be displayed in the lobby please email Emily Borg with your request [Emily.borg@ihg.com](mailto:Emily.borg@ihg.com).
- IMPORTANT: Due to security requests, The DCAT Annual Dinner will start promptly at 7:00pm on Thursday March 15<sup>th</sup>. All Dinner Guests should be seated by 6:45pm.

**Questions?? Contact Jeanne Motola, DCAT Member Coordinator at 1-800-640-DCAT or [Jeanne@dcat.org](mailto:Jeanne@dcat.org).**