



GAYLORD OPRYLAND®

RESORT & CONVENTION CENTER

Nashville

2800 Opryland Dr.
Nashville, Tennessee 37214

HOTEL RATES AND CANCELLATION POLICY

Important Note:

Please do not contact Gaylord Opryland directly to make conference or hotel reservations as they will be unable to accommodate your request. Individual attendees should contact their LETR Program Liaison to register for the conference and book hotel accommodations. Liaisons must complete all attendee registrations using the Helms Briscoe Resource One registration system as outlined in the Conference Registration Instructions.

LETR Liaisons should note that all reservations are on a first-come, first served basis, and processing the attendee's conference registration DOES NOT guarantee your attendee's hotel reservation. LETR Program Liaisons are strongly encouraged to read both the registration and hotel reservation instructions prior to booking.

Negotiated Hotel Rates:

The negotiated room rate offered for LETR International Conference attendees and guests is \$179.00 (inclusive of resort fee) plus applicable state & local taxes. The rate quoted is for one to four people in the room; there is no additional charge for the second, third or fourth person. All guestrooms, regardless of which classification of guestroom attendees reserve, include complimentary guestroom wireless internet and complimentary use of the fitness center.

Hotel Cancellation Policy:

Hotel allows individual attendees the right to cancel their guestroom reservations without penalty up to seventy-two (72) hours prior to the attendees' scheduled arrival date. Hotel shall charge the individual attendee one (1) night's guaranteed guestroom rate plus tax for cancellation within seventy-two (72) hours of the scheduled arrival date or failure of the individual to check-in on the scheduled arrival date. It is policy to require a credit card or cash deposit for incidental charges.

LETR Executive Council Cancellation and Substitution Policy:

All cancellations, substitutions and registration modifications will be processed at no additional charge until 5:00pm EDT on Monday, August 14, 2017. After this deadline any changes to a conference registration are subject to an additional \$50.00 charge per amended registration.