



# LODGING REQUEST



## 2020 Maryland D.A.R.E. In-Service Training

April 7-9<sup>th</sup>, 2020

ALL INFORMATION IS REQUIRED

NAME: \_\_\_\_\_ MALE: \_\_\_\_ FEMALE: \_\_\_\_

EMAIL: \_\_\_\_\_ CELL #: \_\_\_\_\_

AGENCY: \_\_\_\_\_

NO LODGING NEEDED \_\_\_\_ I am commuting each day.

GETTING MY OWN SELF-PAY ROOM: \_\_\_\_ Attendees wishing to reserve rooms as self-pay may do so after March 30<sup>th</sup>, and after submitting this form.

LODGING REQUESTED: YES \_\_\_\_

ROOMMATE REQUESTED: YES \_\_\_\_ NO, ASSIGN ME A ROOMMATE \_\_\_\_

NAME OF REQUESTED ROOMMATE: \_\_\_\_\_

**WHEN REQUESTING A PARTICULAR ROOMMATE, BE SURE YOUR INTENDED ROOMMATE ALSO SUBMITS A REQUEST TO ROOM WITH YOU!**

State supplied lodging will be two to a room.

All single lodging requests received will be assigned a roommate by gender at random.

Please complete and return this form **no later than 4:00pm on Friday, March 27<sup>th</sup>, 2020** to the Maryland D.A.R.E. Coordinator [Claude.Nelson@maryland.gov](mailto:Claude.Nelson@maryland.gov) / fax (410) 875-3420.

The conference will be held at the Carousel Hotel, 11700 Coastal Highway (118 Street), Ocean City, MD 21842 starting Tuesday, April 7<sup>th</sup> at 1:00pm through Thursday, April 9<sup>th</sup> at 12:00pm. Hotel and conference check-in will begin at 10:00am on Tuesday, April 7<sup>th</sup>.

**Please Note:** Room check-in is based on availability, and should be accessible between 11:00 AM – 1:00 PM. The Carousel agreed to early check in and late check out for our group at no charge. Those wishing to extend their stay at the Carousel either before or after the conference dates can do so at their own expense with the conference rate. Attendees may also elect to purchase their own room at their own expense with the conference rate. Conference rate will be \$65.00 per night. See the attached memo for more details. Call Kathy Hunt at the Carousel AFTER MARCH 30<sup>th</sup> as noted above: (410) 524-7112

Professional-casual attire is required for conference attendance.

Keep a copy for your records.