

Hotel Information

As a reminder, the hotel cost is separate from the training program registration fee. The following information is directly from our General Information, which we strongly encourage you to download and review.

The Renaissance Arlington Capital View is offering the 2020 federal **per diem rates of \$256** single or double occupancy per night, plus applicable state and local taxes, currently 13.25%. Rates are offered based on availability three days before and three days after the ASAP training conference dates. If the hotel is running a lower specialty rate, than the lower rates apply.

Hotel Reservation Deadline — Tuesday, April 21, 2020 — or sooner if room block is full

Please make your hotel reservations by **Tuesday, April 21, 2020** to receive the per diem rate (**or earlier in case the room block fills to capacity**). Reservation requests after April 21 will be taken based on availability, possibly at the group rate.

The ASAP room block starts on **Saturday, May 16 through Friday 22**. If you need rooms outside of these dates, the hotel may be able to accommodate you. Availability depends on occupancy and rate. If you have any difficulties at all securing your preferred dates through the hotel, contact us at asap@accesspro.org, and we may be able to help you.

How to Make Your Hotel Reservation

Call Renaissance Hotels toll free reservations line at **1-703-413-1300**. Be sure to specify that you need the **ASAP** room block so that you receive the ASAP rates and amenities. The hotel requires a credit card guarantee. The card will be used to guarantee the reservation but will not be charged until you check in to the hotel or within the published hotel room reservation time frame. When making your hotel reservation, please confirm the policy with the reservations clerk. Of course, no-shows will forfeit one night's lodging cost.

For cancellation of your hotel reservation, you must contact the hotel directly. Be sure to get a cancellation number from the hotel.

About the Renaissance Arlington Capital View Hotel

The hotel provides an exciting, and environmentally friendly atmosphere that is conducive to learning. The hotel is bright with natural light and has an open and inviting feel. It is designed to combat conference fatigue. The hotel has a fitness center, heated indoor pool and public areas have internet access.

Marriott Awards members receive complimentary basic Wi-Fi in the sleeping room. Others may join Marriott Rewards upon check-in; otherwise the daily internet fee is \$12.95 per day. The hotel website has a lot of very helpful information and tips for the hotel, amenities and the surrounding area. Please explore the hotel and area by bookmarking and visiting <https://www.marriott.com/hotels/local-things-to-do/waspy-renaissance-arlington-capital-view-hotel/> and scroll down.

- **Parking:** On-site parking is \$11 hourly or \$37 daily. Off-site parking (public lots) ranges from \$7.00 hourly to \$17 daily. (Subject to change without notice)
- **Smoking:** The hotel is a non-smoking property.

- **Hotel Room Taxes:** With proper documentation, you should not pay federal taxes if you are a federal employee. However, you are still liable for any state or local taxes/ assessments, currently 13.25%.
- **Hotel Reservation Credit Card Guarantee:** The hotel requires a credit card guarantee. The card will be used to guarantee the reservation but will not be charged until you check in to the hotel or within the published hotel room reservation time frame. When making your hotel reservation, please confirm the policy with the reservations clerk. Of course, no-shows will forfeit one night's lodging cost.
- **Early Departure Fee:** If you check-out prior to your reserved checkout date, the hotel may add an early checkout fee to your room charge. To avoid an early checkout fee, advise the hotel at or before check-in of any change in your reservations.
- **Check-In/Out Time:** Check-in time is 3:00 PM. Check-out time is 12:00 PM. All guests arriving before 3:00 PM will be accommodated as rooms become available. The hotel Guest Services Department can arrange to check baggage for those arriving early when rooms are unavailable and for guests attending functions on departure day.
- **Hotel Reservations Procedure:** Please call the hotel directly at (703) 413-1300 and request the group rate for **American Society of Access Professionals, Inc.** You **MUST** specify our group in order to get the special rate.