

To Register with Hilton Birmingham at UAB

- 1) Email me at Kelsey.dreyfus2@hilton.com (please email rather than call so that I may get all of the information collected)
- 2) In that email I will need this information:
 - a. School name
 - b. School Contact name, email, and phone number,
 - c. Check in and Check out dates
 - d. How many rooms they will be needing
 - e. **Rooming list**
 - f. Whether or not they are paying by CC or check for the rooms.
- 3) Once I receive the rooms request, I will send over a CC authorization form for the schools that might paying by CC.

Guaranteed check in time for all hotel guests is 4:00 PM. If any school arrives before 4:00 PM and rooms are ready, we will gladly get them in, but they are not guaranteed until 4:00 PM.

Because we are so close to arrival date, it is imperative that I get the rooming list when they send over their rooms request.

We only have room for 6 school busses to park on property with us. This parking will be given in the order in which schools book with us. This parking is complimentary. If we receive more than 6 schools needing school bus parking, it will have to be contracted with our over flow lot at UAB which is \$25 per bus per day that the school will be responsible for.

If you have any more questions please let me know!

Thank you,
Kelsey

KELSEY DREYFUS
Convention Services Manager



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