

LODGING INFORMATION

The lodging rate will be \$103 for single occupancy or double occupancy plus applicable taxes **OR** the prevailing State of Kansas government lodging rate at the time of the event.

Lodging will be provided on Thursday, Feb. 22, at the Topeka Hotel at City Center for KEEN members, 2023 Milken recipients, 2024 Horizon recipients, and conference attendees **who live at least 60 miles from Topeka**. This distance should be calculated using the shortest route available per Google Maps. ***Lodging paid for by KSDE is for those who attend the entire conference, not just one of the two days.***

Your lodging will be master billed to an account to be paid by the Kansas State Department of Education. You personally will be responsible for paying telephone and any other incidental expenses charged to your room. When you check in, Hotel Topeka staff will request a credit card to guarantee payment of incidental expenses charged to your room.

If you **do not** qualify for your lodging to be paid by the Kansas State Department of Education, you are welcome to make your own reservations at the Hotel Topeka City Center. Please refer to the ***"Lodging for Other Individuals"*** section for instructions.

Lodging Reservation Procedures

In order for the Kansas State Department of Education to pay your lodging expenses, you must complete the Request for Lodging Reservation form **and return it to Tamla Miller no later than January 23, 2024**. Kansas State Department of Education staff will make your hotel reservation and provide you with a confirmation number prior to the conference. **The Kansas State Department of Education will not guarantee payment of lodging after January 25, 2024.**

Lodging for Other Individuals

Other individuals may take advantage of the negotiated group lodging rate at the hotel. These individuals should call the Hotel Topeka at City Center at (785) 431-7200 and request the Kansas State Department of Education KEEN Conference group rate no later than midnight on January 25, 2024.

Cancellation Policy

According to the terms of our contract for 2024, the Hotel Topeka at City Center requires notice of an individual's lodging cancellation **at least 24 hours** prior to scheduled arrival. Individuals who have requested lodging that is to be paid by KSDE should notify Tamla Miller of any needed lodging cancellations at least 24 hours prior to their scheduled arrival. **The Kansas State Department of Education will not pay for "no show" lodging reservations and will direct the hotel to collect payment from the guest.**

For those individuals making and paying for their own lodging, the hotel requires a deposit equal to the room rate and tax for the first night for each reservation. An individual's deposit is refundable to that individual only if the hotel receives notice of an individual's cancellation at least 24 hours prior to scheduled arrival. KSDE is responsible for informing attendees of this policy.

.