**LODGING INFORMATION**

The lodging rate will be $94 for single occupancy and $104 for double occupancy plus applicable taxes or the State of Kansas government per diem rate for lodging during the time of the conference.

Lodging will be provided on Thursday, Feb. 14, at the Capitol Plaza Hotel in Topeka for KEEN members, 2018 New National Board Certified Teachers, Teachers of Promise, 2018 Milken recipient, 2019 Horizon recipients and conference presenters **who live at least 60 miles from Topeka**. This distance should be calculated using the shortest route available. ***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, Capitol Plaza Hotel 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 Capitol Plaza Hotel. Please refer to the ***“Lodging for Other Individuals”*** section for instructions.

***NOTE for 2019 Horizon Recipients, 2018 New NBCT’s, 2019 KTOY team and Teachers of Promise ONLY -*** If you plan to attend the 2019 Leadership workshop or the Teachers of Promise meeting Thursday morning **and** live at **least 60 miles** from Topeka, your lodging for the night of Wednesday, Feb. 13, also will be provided and paid by the Kansas State Department of Education.

***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 Friday, Jan. 23, 2019.** 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 won’t guarantee payment of lodging after Jan. 23, 2019.**

If you request lodging reservations and are unable to attend the conference or no longer need lodging,you are responsible for calling the Capitol Plaza Hotel to cancel your reservation.Cancellations should be made at least 24 hours prior to scheduled arrival time. **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.** The Capitol Plaza Hotel’s number is (785) 431-7200.

***Lodging for Other Individuals***

Other individuals may take advantage of the negotiated group lodging rate at the hotel. These individuals should call the Capitol Plaza Hotel at (785) 431-7200 and request the Kansas State Department of Education KEEN Conference group rate no later than midnight on Jan. 19, 2018. Reservations may also be made at [**http://bookings.ihotelier.com/bookings.jsp?groupID=1565554&hotelID=13576**](http://bookings.ihotelier.com/bookings.jsp?groupID=1565554&hotelID=13576)no group code required.