

## **AIA Michigan Members:**

You may now register for the AIA National Convention, (June 26-28, 2014 – Chicago, IL), using the AIA Michigan room block!!

### **The AIA Michigan Hotel:**

Palmer House Hilton

17 E Monroe Street

Chicago, IL, 60603

Tel: (312)-726-7500

Fax: (312)-263-2556

Hotel Description: *The Palmer House Hilton shines due to an ongoing restoration from the Beaux Arts ceiling - restored by a Florentine artisan noted for his work on the Sistine Chapel - to the addition of an entire floor of deluxe-tech conference and meeting facilities. The Palmer House Hilton offers more than 1,600 deluxe rooms and 40 suites.*

### **TO MAKE YOUR RESERVATION:**

Visit: <https://www.tphousing.com/r/startres.asp?Elcode=2769&attcode=72&grplogin=1>

Go to “Group Reservations”

Use the following password and authorization code:

- Your web access authorization code is: 736617897
- Your password is: 736617897

Use your own email to log in.

Go to “Individual Group Member” and click “Accept”.

Select a reservation block, (*the only choice is Palmer House Hilton*), then click on the highlighted words “Click here”.

You will now see a screen that allows you to modify a reservation. Click on the word “Modify”, fill out the required information and click “Update reservations” at the top. (*Do not modify a room with a name!*)

Select your room choice and dates.

### **Wait, you aren’t done yet!**

Go to the tab on the top of the page that states “Update Guarantee Information”. Click that tab to enter your credit card information. (*No one can see this information once it is loaded*).

Enter your email for the email confirmation at the top **and you are done!**

*As always, if you have any issues please call and we will walk you through the process.*

You can stay in the AIA Michigan block or you are welcome to choose a hotel on your own. If you would like information on other hotels please visit:

<https://www.tphousing.com/r/startres.asp?Elcode=2769&attcode=72&grplogin=1>