

2009 NTLTC Hotel Reservation Instructions

On February 24, 2009 groups that have at least 50% of their rooms staying for two nights may book their rooms. On February 27, 2009 any group may make a reservation.

General Hotel Information:

- We will sell out of double rooms at each of the hotels that serve as the convention site. Nearby secondary hotels are available.
- Reservations must be made online through the NTLTC Registration Portal. A housing list must be completed online before your registration is complete.
- Reservations are made for **groups**, not individuals from groups. A deposit for your hotel rooms must be sent to the NTLTC office.
- A deposit of one night's room and tax for each room will secure your reservation.
- All deposit checks must be made **payable to the hotel**. The check is then sent to the NTLTC Office. Your check will be sent, along with your housing list to the correct hotel.
- If you make reservations at two hotels you will need to make your deposit payment with a separate check for each hotel.
- Churches are exempt from state taxes if they are registered in the Texas State Comptroller database of exempt organizations (the process for application can be done online. It takes a minimum of 10 working days to complete. Get more information and check if your church is listed as being exempt from state hotel tax at the following website: <http://www.window.state.tx.us/taxinfo/exempt/>). The church must pay city taxes.
- To find information on hotel pricing go to the Convention Hotels link under information on the NTLTC website. Choose the site you wish to attend for information on that site.
- The Hotel portion on the Registration Portal will open at 7 am on February 5 for those groups that have at least 50% of their rooms staying for two nights.
- The Hotel portion on the Registration Portal will open at 7 am on February 8 for those groups staying for one night.

Group Room Reservation Instructions:

- Confirm that your Church ID number and password are correct by logging onto the Registration Portal before February 24. This will eliminate problems on the day that reservations begin. Also this will confirm that your internet browser works correctly with the Registration Portal. In the past, users of the AOL browser have experienced problems.
- Go to <http://ntltc.ntltc.org>. Log on to the NTLTC Registration Portal using your three digit church number and password.
- Click on the word "Registration" in the top bar. Next click on the word "Hotel" in the bar below the word "Registration".
- In the box labeled "Current Status" click on the button "Modify Reservations".
- Place your order for the rooms you require at the hotel of your choice (if you are staying two nights and are making your reservations before February 27, enter your two night rooms before you enter any rooms that are for one night). Click on "Submit Reservation" to complete the selection of your rooms.
- Go back to the Hotel Main Page.
- Go to the Hotel Account Summary to determine your deposit.
- Obtain a check payable to the hotel.
- Send the check to the NTLTC Office within 5 working days of making your reservation (The NTLTC Office address is on the Hotel Account Summary).
- Complete your housing list online within 5 working days in order to complete your reservation.
- No reservation is complete without a housing list.
- After your deposit is received at the NTLTC Office your reservation will be locked. If you need to make changes to your reservation, please email the changes to ntltc.office@gmail.com.
- Beginning March 27, 2009 all hotel changes will be handled directly with the hotel.