



INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS  
REGION I

HOTEL REGISTRATION INFO FOR REGION ONE MEETING

Hotel- The Desmond  
660 Albany Shaker Road  
Albany, NY 12211

518-869-8100 OR 800-448-3500  
[www.desmondhotels.com](http://www.desmondhotels.com)

Room rate- \$120.00 per night & 14% tax  
This rate is also available two days prior and two days after  
conference.

Check in time- 4:00 p.m. (individuals may check in earlier, depending on  
occupancy levels and availability of "ready" rooms)

Check out time- 12:00 noon

A deposit guarantee equal to one (1) night's stay is required to hold each  
individual's reservation. Personal check, money order, American Express,  
Visa, Master Card or Discover are acceptable forms of payment.

Cancellations must be received at least twenty four (24) hours in advance of  
the planned arrival date to not be charged for reservation guarantee.  
Departure prior to the date agreed at during check-in may result in an early  
departure charge.

Please utilize group ID # 11T70U when making reservations. Also identify  
yourself as a member of IIMC Region One at the time of making your  
reservation.

RESERVATIONS ARE TO MADE DIRECTLY WITH THE HOTEL AND MUST BE  
RECEIVED NO LATER THAN FEBRUARY 22, 2012.