



Hyatt Regency Trinidad
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 Port of Spain
 Trinidad, West Indies
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May 5, 2011

Attention:

Joy L. Sandza
 Program Assistant
 Education USA Adviser
 Information Resource Center
 Public Affairs Section
 United States Embassy
 7-9 Marli Street
 Port of Spain, Trinidad & Tobago
 Tel: (868) 822-5563
 Fax: (868) 822-5574
 E-mail: sandzajl@state.gov

Dear Ms. Sandza,

We are delighted you have chosen Hyatt Regency Trinidad to fulfill the guest room requirements for your **COLLEGE FAIR 2011**. Following are the specifics of the "courtesy rate" we are holding for your guests' use.

ROOM BLOCK

DAY	Wed	Thu	Fri	Sat	Sun	Mon
DATE	10/26/11	10/27/11	10/28/11	10/29/11	10/30/11	10/31/11
KING ROOMS	10	10	40	40	40	C/O
TOTAL	10	10	40	40	40	0

<u>ROOM TYPE</u>	<u>RATES</u>
Standard Guest Room: King/Double	
Single Occupancy:	US\$ 149.00
Double Occupancy:	US\$ 169.00

The above rate is exclusive of 21% service charge and taxes. **Rate is inclusive of:**

- **Buffet Breakfast served at the Waterfront restaurant**
- **Internet in the guest room**
- **Internet connection in the meeting room and public areas**

We have blocked forty (40) Standard Guest rooms

For Reservations

- Call the Hyatt Reservations line at (800) 233-1234 or (868) 623-2222.
- Provide the name “**COLLEGE FAIR Room Block**” (this is necessary to obtain the special rates)
- For online bookings log on to www.trinidad.hyatt.com. You will need to use your Group Code, which is “**G-UCCF**”
- The cut-off-date for the reservations group rate is **October 18, 2011**.

If your room block is filled prior to the cut-off date, every effort will be made to increase the room block. Room block increases are not guaranteed. Any reservation requests received after the cut-off date will be based on a space and rate available basis. If you should definitely want to hold rooms on a “guaranteed” basis, you may provide a credit card at anytime for that purpose, and room and tax can be posted against that credit card.

Sincerely,

Gemma Casimir-Redman
Sales Manager