



**California Even Start
Family Literacy Conference
January 22 - 24, 2008
Hyatt Regency San Francisco Airport
Burlingame, CA**

HOTEL BUSINESS CENTER INFORMATION

The Hyatt Regency San Francisco has a 24-hour business center located in the lobby adjacent to the registration desk. Some of the amenities the business center offers are:

- * DSL Internet access with printers
- * Wireless NIC cards for rent or purchase
- * Copy services black and white
- * Computers available for use
- * Facsimile services
- * Shipping services and supplies

***Please note: There are fees that apply for the use of the above services**

AUDIO-VISUAL INFORMATION

All presentation rooms will be equipped with a screen, projector stand, easel and flipchart. All other equipment rentals and costs will be the responsibility of the presenter.

Presenters wishing to use PowerPoint or other presentation software must provide their own laptops and data or LCD projectors. All orders for additional AV equipment must be made through **Visual Aids Electronics**. Presenters will be responsible for costs and arrangements of audio-visual equipment needed in addition to what is provided for their session(s). Contact information for **Visual Aids Electronics** will be provided with workshop confirmation correspondence.

Audio-Visual Pricing

Please call for laptop or PC rental pricing

TV with VHS VCR on rolling stand.....	\$245.00/day	Boardroom LCD projector.....	\$630.00/day
1/2" VHS-VCR.....	\$70.00/day	Portable cassette recorder.....	\$45.00/day
DVD Player.....	\$70.00/day	Speakers (powered speaker with stand).....	\$120.00/day
CD Player.....	\$65.00/day		

CONFERENCE AND HOTEL FEES AND INFORMATION

Conference Registration Fee - \$150.00

All presenters must register for the conference. Please remember conference registration is complimentary for the lead presenter only. The registration fee for additional presenters is \$150.00 per person. The fee includes: access to all conference sessions, conference materials, opening reception on January 22nd, continental breakfast and plated lunch on Jan. 23rd and 24th. Registration for all presenters (including lead presenter) can be made at <http://www.wested.org/evenstartfle>. You may pay online with a MasterCard or Visa credit card or mail in a check or money order. Your payment must be received by Monday, December 10th, 2007. **Your seat will not be reserved until payment is received.**

Cancellation deadline is Monday, December 10, 2007. No refunds will be allowed after Monday, December 10, 2007.

Hotel Rates and Information (Individuals are responsible for making their own hotel reservations)

Occupancy	Rate Per Night	Applicable Taxes and Fees* (per night)	Sub-Total* (per night)	Rate Per Night / Per Person*
Single	140.00	15.00	154.00	154.00
Double	140.00	15.00	154.00	77.00
Triple (2 DOUBLE BEDS)	165.00	17.50	181.50	60.50
Quadruple (2 DOUBLE BEDS)	190.00	20.00	209.00	52.25
Reservations:	<ul style="list-style-type: none"> • Must be made directly through the Hyatt's reservations department by calling 650.347.1234 or 800.233.1234 • Make reservation under the "Even Start Family Literacy Conference" block • Must be made no later than January 3, 2008 • Reservation requests made after the cut-off date will be based on availability at the hotel's prevailing rates • If you require special accommodations, please make arrangements through the hotel 			
Check-in and Check-out:	<ul style="list-style-type: none"> • Begins at 3:00pm on Tuesday, January 22nd • Check-out time is 12:00pm on Thursday, January 24th • Conference concludes at 2:00pm on Thursday, January 24th 			
Transportation:	<ul style="list-style-type: none"> • A complimentary hotel shuttle is available between the Hyatt and San Francisco International Airport. The shuttle runs continuously every 10 – 15 minutes. 			
Parking:	<ul style="list-style-type: none"> • Guest self-parking is being negotiated and will range between \$10.00 to \$20.00 per day • Valet parking is available for \$20.00 per day 			

*Estimate only as taxes may vary