

Regional COABE Institute

“Institute in the Hills” - October 24-25, 2004

&

WVAEA, Inc. Fall Conference - Oct. 25-27, 2004

Embassy Suites – Charleston, West Virginia

Call (304) 347-8700 - local number – for Room reservations

- Group name – **“AEC”** (Adult Education Conference)
- \$99 – single
- \$109 - double

Or, online:

www.embassysuitescharlestonwv.com

1. At web-site, click on **“Visit Embassy Suites Charleston”** (lower right side)
2. In “green, Charleston Convention Center” box – click on **“Reservations”**
3. At left side – type in arrival and departure dates (October 2004)
4. Scroll down to **“Preferences”** and type in room type
5. Scroll down to **“Special Accounts”** – second line **“Group/Convention Code”** – type in **AEC**
6. Click next: Room rates should be \$99 single and \$109 double and reflect “Adult Basic Education Conf.”
7. Check box with room rate. Click next.
8. Type in personal and payment information.