



Kellogg Hotel & Conference Center  
at Michigan State University

## GROUP RESERVATIONS

Dear Ms. Kopkau, MBA, CAE, CMP, GMS:

For your guest's convenience, they can make reservations online or by phone. Please provide attendees with your **Group Code: 1902MSBOCY**. They will need this code to access the conference room block.

The room block release is **January 18, 2019**. Reservations made after the group room block release date will be subject to room and rate availability.

## ONLINE RESERVATION INSTRUCTIONS

For ease and 24 hour access to booking for your guests we encourage guests to book online by following the instructions below:

- Go to [www.kelloggcenter.com](http://www.kelloggcenter.com)
- Click on the "Reservations" link at the top of the page
- Select "Book Now Online" link
- Enter arrival, departure, rooms, and number of adults and children
- Select "More Options" and enter your **Group Code: 1902MSBOCY**
- Click "Check Availability"

The screenshot shows the online booking interface. On the left, the 'Modify Your Search' section includes fields for Arrival Date (08-24-2018), Departure Date (08-26-2018), Rooms (1), Adults (1), and Children (0). Below these are fields for Promotional Code, Group Code (1902MSBOCY), Corporate Number, and IATA Number. A 'Check Availability' button is at the bottom of this section. On the right, the 'STANDARD QUEEN ROOM' details are shown, including a photo of the room, a 'Room Details' section with a 'Hurry! Only 1 rooms left' warning, and a 'Book Now' button at the bottom right. The room rate is listed as USD \$ 120.00.

**For special requests, reservations outside of the conference dates, or reservations after the room block release date, please call our reservations department at 800-875-5090.**

## PHONE RESERVATION INSTRUCTIONS

- Call 800-875-5090 and refer to the **Group Code: 1902MSBOCY** or **Block Name: MSBO Cyber Security Workshop**
- Representatives are available Monday through Friday 7:30am-7:00pm