



ARKANSAS EDUCATION ASSOCIATION  
An NEA State Affiliate

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DONNA MOREY, *President*  
RICH NAGEL, *Executive Director*

1500 West 4<sup>th</sup> Street  
Little Rock, AR 72201

September 10, 2010

To: AEA Local Presidents

From: Donna Morey, AEA President  
Rich Nagel, AEA Executive Director

Re: Housing for the 2010 AEA Professional Development Conference  
November 4-5, 2010

We have enclosed a housing form for your members planning to attend the 2010 AEA Professional Development Conference that will be held November 4-5, 2010 at the three locations in Little Rock: the DoubleTree Hotel, Robinson Convention Center and Parkview High School.

We have a unique housing situation for this year only. Housing for the AEA Professional Development Conference will be at the DoubleTree Hotel. You should fax or send the housing form below to the **DoubleTree Hotel by October 4, 2010.**

If your members are serving dual roles this year and are delegates to the AEA Representative Assembly they should plan to check out of the DoubleTree on Friday, November 5 and check into the Hilton Little Rock Metro where the representative assembly will be held. The housing form for the RA can be downloaded from the AEA website, [www.aeaonline.org](http://www.aeaonline.org).

Please complete one form per room

**Fax or Send Form Directly to the DoubleTree Hotel By October 4, 2010**

Arkansas Education Association - AEA Member Reservation Form

**November 4-5, 2010**

**Use for AEA Professional  
Development Conference Only**

Confirm to: \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

List names of all occupants of this room: \_\_\_\_\_

Check in date: \_\_\_\_\_ Check out date: \_\_\_\_\_

Smoking

Nonsmoking

**FAX OR SEND THIS FORM DIRECTLY TO THE CONVENTION HOTEL**

**Circle type** of guest room rate: (11.5 percent tax not included)

**Double Tree Hotel**

424 W. Markham (501) 372-4371 (1-800-222-8733)

Little Rock, AR 72201 Fax - (501)372-0518

Single Bed -1 bed, 1 person \$88

Single Bed-1 bed, 2 persons \$88

Double/Double - 2 beds, 2 persons \$98

Triple - 2 beds, 3 persons \$108

Quad - 2 beds, 4 persons \$118

Kings & Suites Available upon request from the hotel

**NOTE:** A first night's deposit will be required on all reservations made with the hotel. This deposit may be in the form of cash, or one of the following credit cards: AMEX, VISA, Mastercard, Carte Blanche, Diner's Club, or Discover. All reservations must be cancelled 24 hours prior to arrival or the first night's pre-payment or credit card will be charged as a no-show.

Type Credit Card/Number/Expiration Date

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