

**THE 9TH ANNUAL CATHOLIC SCHOOL ADMINISTRATORS GATHERING
25th Annual Conference for Administrators of independent and Religious Schools
November 15-17, 2009**

Hotel and Transportation Information

The Conferences will be held at the Albany Marriott Hotel, 189 Wolf Road, Albany, NY 12203,
Phone: 1-518-458-8444, Fax: 1-518-458-7365, www.marriott.com.

Important Information:

- Room reservations **MUST** be made directly with the hotel. Reservations can be made online or by phone.
- The conference room rate is \$125 per night
- The conference room reservation code for phone reservations is **NON**
- The conference hotel reservation website is: www.cwp.marriott.com/albny/cairs
- If you are planning to use a Tax Exempt Form (ST 119), the school name and address on the check or credit card (billing address) **MUST** match the school name and address on the tax exempt form. The form also must be dated within the last 3 years. The hotel can take a purchase order, again the school name and address must match the ST-119.

**NO PERSONAL CHECKS OR CREDIT CARDS CAN BE USED WITH A SCHOOL
TAX EXEMPT FORM**

**There is a limited number of rooms in the conference block so make your
reservations as soon as possible.**

Shuttle to the Marriott Hotel

The Marriott Hotel will have a shuttle at the Albany/Rensselaer Train station at the following times:
Sunday, November 15th 1pm, 6pm and 8pm. Tuesday, November 17th the shuttle will leave the hotel at
12:30PM for the train station. This pre-arranged shuttle transportation is FREE. Please call Lori at 518-
273-1205 to make sure you are on the list for shuttle transportation.

**If you need a shuttle at a time other than these times you will need to arrange for it with the hotel
and PAY for it.**