

Annual HR Conference
June 8-10, 2010
Embassy Suites Hotel
300 Court Street ~ Charleston, WV 25301
www.EmbassySuitesCharlestonWV.com

- The Embassy Suites Hotel has reserved a block of suites at the rate of **\$139.00/single/double, \$149.00/triple, \$159.00/quad.**
- To reserve a suite at this rate, please make your reservation by **5/10/2010** by calling **1-800-EMBASSY** or **304-347-8700 X2035 (Pat Thorner – in house reservationist)** or go online to www.embassysuitescharlestonwv.com. **After this date the rooms will no longer be available.** Please note that the Embassy web site details points of interest in the Charleston area.
- You must use the **SHR 3 letter code** name when making reservations in order to receive the discounted rate. Online you will enter this **SHR** 3-letter code in the group/convention code space.
- Check-In time is **4:00 PM** and Check-Out time is **12:00 PM**. Requests for early arrival, late departure, room type or floor assignments cannot be guaranteed. Reservations must be cancelled by **4:00 PM** the day of arrival to avoid charges.
- Self Parking for \$9.00 is charged nightly to your room if you use our parking garage
- The **complimentary breakfast** is available Weekdays 6:00 AM – 9:00 AM and Weekends 7:00 AM – 10:30 AM. The breakfast includes a made-to-order omelet station along with your favorite breakfast items.
- Join us for the Manager's Reception from 5:30 PM – 7:30 PM each evening. This includes **complimentary cocktails, non-alcoholic beverages and light snacks.**
- Embassy Suites offers a **complimentary shuttle** to and from Yeager Airport. Also available is an indoor pool, sauna, whirlpool and exercise facility and a 24-hour business center.

Embassy Suites Hotel

300 Court Street
Charleston, WV 25301
www.EmbassySuitesCharlestonWV.com
Telephone: 304-347-8700 Fax: 304-345-8276

FROM I-64 East...HUNTINGTON, KENTUCKY & OHIO

Take the Lee Street Exit #58C. At the light turn **RIGHT** onto Lee Street. Follow Lee Street 3 blocks. Embassy Suites is on the **LEFT**.

FROM I-77 SOUTH...PARKERSBURG & OHIO

Take the Washington Street Exit #58C. Go through the 1st light. At the 2nd light turn **LEFT** onto Lee Street. Follow Lee Street 3 blocks. Embassy Suites is on the **LEFT**.

FROM I-79 SOUTH...PITTSBURGH, MORGANTOWN & FAIRMONT

Take the Washington Street Exit #58C. Go through the 1st light. At the 2nd light turn **LEFT** onto Lee Street. Follow Lee Street 3 blocks. Embassy Suites is on the **LEFT**.

FROM I-77 NORTH...BECKLEY, VIRGINIA & NORTH CAROLINA

On I-77 North you will veer **RIGHT** to I-64 West. From I-64 West take the Washington Street Exit #58C. Go through the 1st light. At the 2nd light turn **LEFT** onto Lee Street. Follow Lee Street 3 blocks. Embassy Suites is on the **LEFT**.

FROM YEAGER AIRPORT

Take Airport Road down to Greenbrier Street. Take I-64 West. Take the Leon Sullivan Way Exit. At light turn **RIGHT** on Washington Street. Follow Washington Street 3 blocks. Embassy Suites is on the **LEFT**.