


16th Annual Audit Division Conference (2007) – Atlanta, GA

 **Hotel Information:** The conference will be held at the Sheraton Atlanta Hotel in Atlanta, GA. The Sheraton Atlanta Hotel address is 165 Courtland St NE, Atlanta, GA 30303-1721. Reservations for the 16th Annual Audit Conference can be made by calling the reservations office at **1-800-833-8624**. Please be sure to ask for the Audit Division Conference Group Rate. The group rate of **\$140.00** for single or double occupancy is available from **Thursday, October 4th, 2007 through Sunday, October 14th, 2007**. This does not include any applicable taxes. The current tax rate is **14%**. A limited amount of government rate rooms (at the prevailing government rate) are available upon request. The **cut-off date** for making room reservations at the contracted group rate of **\$140.00** is **Tuesday, September 4th, 2007**. One night's deposit is required for each individual room reservation prior to the cut-off date (9/14/07) and is made payable by cash, check, credit card or money order at the time the reservation is made. *****Deposit will be refunded if reservation is cancelled 72 hours prior to arrival and a cancellation number is obtained. Guest check-in time is 3PM.***

NOTE: Lodging is no longer available.

Online Room Reservation Booking (Highly recommended):

<http://www.starwoodmeeting.com/StarGroupsWeb/res?id=0706017586&key=AC0F0>

Toll Free Reservations Office: 1-800-833-8624.

Internet Access: Wireless Internet access is available in all guest rooms and the main lobby for ***\$9.95** per day.

Parking: Parking is ***\$17.00** per day for self-parking and ***\$22.00** for valet parking per day.



Ground Transportation: The Sheraton Atlanta Hotel is approximately 13 miles from the Hartsfield International Airport.

Taxi/Cab Services: Flat rate of ***\$25.00** for one person, ***\$26.00** for two people and ***\$30.00** for three or more people (one-way).

Link Shuttle Service: The shuttle is available outside of baggage claim and is approximately ***\$16.00** (one-way, per-person) or ***\$28.00** (roundtrip, per-person). The shuttle service is available from 6:00AM – 12:00AM 7 days a week. The shuttle makes stops at the Sheraton every 30 minutes at the following times: 25 minutes and 55 minutes after each hour. Reservations are strongly recommended, however, walk-ups will be accepted at the airport booth. Reservations can be made online at www.theatlantalink.com and click on “buy a ticket, make a reservation” button. If reservations are needed for a large group or special arrangements are needed, please call 1-8666-545-9633 or (404) 524-3400.

MARTA: MARTA is Atlanta's Metropolitan Rapid Transit System (<http://www.itsmarta.com/>). It is a very efficient and convenient method of transportation for guests not carrying a lot of luggage. It operates 5:00AM – 1:00AM, Monday through Saturday and 5:30AM – 12:45AM on Sunday. The cost is ***\$1.75**. At Hartsfield Airport, the entrance to the Airport MARTA station is adjacent to the baggage claim area. Take the Northbound train to Peachtree Center which is one block from the Sheraton.


****All transportation, parking and internet pricing is subject to change without notice.***




Airline: Discounted airfares on three major airlines (Northwest Airlines, American Airlines & United Airlines) serving Atlanta are available by calling Morris Travel at 1-800-634-4302 or by contacting the airlines directly. Zone fares or 5 to 10% discount for purchasing tickets 60 days or more prior to departure. Please reference the following:

American Airlines World File Number: # A30H7AM	Reservations: 1-800-221-2255
United Airlines World File Number: # 576MG	Reservations: 1-800-521-4041
Northwest Airlines World File Number: # 343445	Reservations: 1-800-328-1111

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 **Car Rental:** Avis Car Rental Discounts are available. Just reference the group number: B313299. Avis can be reached at 1-800-331-1600

Suggested Dress Attire for the Conference: Business Casual

 **Special Needs:** Do you have any special needs including dietary requests, assistance with mobility, sight or hearing impairments, please call, write, fax or email ASQ's Event Management Work Group at PO Box 3005, Milwaukee, WI 53201-3005. Phone 1-800-248-1946 or 414-272-8575, Fax 414-272-1734 or via email:

ddougherty@asq.org

Conference Cancellation Policy

We understand that occasionally things happen to prevent you from attending a program for which you have registered. If you find you cannot attend the 16th Annual Audit Conference after registering, you can:

1. Send a substitute at any time, even onsite!
2. Transfer your fees to next year's 17th Annual Audit Conference.*
3. Receive a refund*

***Note:** Requests for transfers and refunds received will be handled as follows:

Cancellation Fees

- **4 weeks prior to conference = 75% of fee is returned**
- **3 weeks prior to conference = 50% of fee is returned**
- **2 weeks prior to conference = 25% of the fee is returned**
- **1 week prior to conference = 0% (Forfeiture of all fees paid)**
- *****Exceptions will be made for medical emergencies*****

Registrants who fail to attend without notification are responsible for the entire conference fee.

Non-payment does not constitute cancellation.

Note: ASQ reserves the right to cancel or reschedule any course and to change instructors. Please be advised that either ASQ or the Audit Division is not responsible for any airfare penalties or other travel changes you may incur