

Rotarians Doing Good in the World!

Northeast Presidents-Elect Training Seminar



7780 - 7850 - 7870 - 7890 - 7910 - 7930 - 7950 - 7980



## NE PETS Registration Instructions for Facilitators

- 1) Go to <http://rotarynepets.org>
- 2) At the top right corner of the screen please click on **2018 NE PETS Registration**
  - Under tickets, change the number from 0 to 1
    - Select **Facilitator as Registration Type** and then scroll down to complete your contact information.
    - Select **your meals** for Thursday and Friday night (the rest of the meals will be buffet style). Be sure to provide any other special dietary requests/requirements.

*Note: Your District has already paid your registration fee, which includes registration materials and meals on Friday and Saturday but not for your meal at the Thursday night event.*

*Due to space constraints your spouse/partner/significant other may not attend any of the NE PETS events or meals over the weekend.*

- Then scroll down and **request your hotel reservations** (most people stay Thursday and Friday night)

**Note:** We will make your hotel reservations for you based on the requests that you provide, do not contact the hotel directly for a reservation. You are responsible for the cost of your hotel room, which is **\$124/night plus tax** (unless you cancel with at least 24 hours notice). Please check with your District as some Districts reimburse their Facilitators some or all of this cost.

- At the bottom of the screen you will be prompted to pay via credit card or select to mail me a check if you have a balance

**Note:** You will only be paying for your meal at the Thursday night dinner event as your registration fee has been covered by your District and you will be paying the hotel directly when you check-in.

- 3) Upon successful completion you will receive an email confirmation within several minutes.

**Several days before the NE PETS event you will receive a confirmation from the hotel for your room reservation if you made one.**