

*Rotarians Doing Good in the World!*

**Northeast Presidents-Elect Training Seminar**



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



## **NE PETS Registration Instructions for Presidents-elect**

- 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 **PRESIDENT-ELECT** 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 Rotary Club has already paid your registration fee, which includes registration materials and meals on Thursday, Friday and Saturday*

*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 Club as many Rotary Clubs reimburse their President-elect 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
- 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.**