

Michael Munz to Jayadev

And here it is...

Mike

----- Forwarded message -----

From: **Katie Crowson** <katiec@silvercloud.com>

Date: Fri, Feb 17, 2017 at 8:52 AM

Subject: Group IRM Instructions



Dear Michael,

Thank you again for selecting our hotel to host your guests. Below are the **Pacific Northwest Dynamics Meeting** booking instructions to assist you and your guests with making reservations at the Silver Cloud University District.

Guestroom Dates

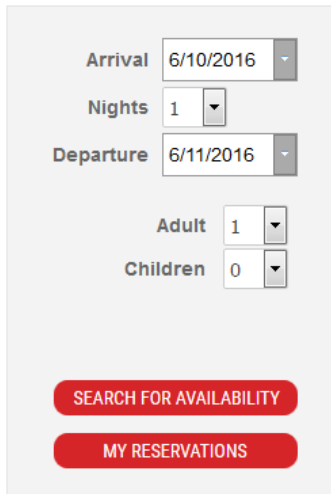
4/28/2017 - 4/30/2017

How to Make Reservations Online

Please click on the GROUP link below:

[Pacific Northwest Dynamics Meeting](#)

1. On the left hand side of the screen please select the desired arrival and departure dates (within the contracted date range **4/28/2017 - 4/30/2017**) and the number of guests.



Arrival

Nights

Departure

Adult

Children

2. Click on "Search for Availability"

3. Then Click on "Reserve" for the room type you prefer.

It will take you to a page where guests can enter all their information.

4. Finally, Click on "Make a Reservation" and your guests should receive a reservation confirmation email shortly thereafter.

How to Make Reservations Via Phone

1. Call our hotel directly at [\(206\) 526-5200](tel:2065265200) or [1 \(800\) 205-6940](tel:18002056940) and ask for the "**Pacific Northwest Dynamics Meeting**" and the guest services agent will be able to assist with the reservation.

Group Rate Available Until

3/29/2017 by 3:00PM.

Please let us know if you have additional questions or updates we may assist you with. Thank you again for choosing the Silver Cloud University District.

We look forward to you having your guests stay with us!

Sincerely,

Katie Crowson

Director Of Sales

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