



Thank you for contacting the Official Housing Bureau for the

2015 IWLCA Western Cup Recruiting Tournament

The Vibe Lacrosse room block has been created and the rooms have been secured at the DoubleTree Hilton Denver Stapleton North Hotel.

How to book within your team's block:

Link and Access Code:

- We have created a personal housing link and access code for your team to book reservations directly within your block. Please use the link below and the access code provided:
 - Teams Link: <https://resweb.passkey.com/go/2015IWLCASWesternCup>
 - Access Code: **IWLVI0715652**

***All rooms must be assigned by May 13th, 2015. As of May 14th rooms not assigned will be released.** As of May 14th you will not be able to make any new reservations within your team's block. However, you can make any modifications to existing reservations within your block.

***BLOCK REDUCTION PENALTY:** If you need to cancel your room block, please do so by **January 31st, 2015**. After **January 31st**, you may increase or decrease the number of rooms in your block without penalty, as long as you have a minimum of 5 reservations (2 night minimum stay per reservation) remaining in your team block. ConferenceDirect will charge a \$300.00 fee if you reduce your block to less than 5 reservations (2 night minimum stay per reservation) after **January 31st, 2015**.

How to Make Modifications to an Existing Reservation:

To modify or cancel your existing reservations, please do the following:

Go to: <https://resweb.passkey.com/go/2015IWLCASWesternCup>

1. Click "Manage Existing Reservation"
2. Enter the acknowledgment number and corresponding last name as it appears on the reservation
3. Click "Show Reservation"
4. The system will pull up the reservation and on the reservation information click "Modify"
5. You will then be able to change the name, billing address, credit card information, etc.

Please let us know if we can be of any other assistance.

Thank you for booking with the 2015 IWLCA Western Cup Housing Bureau!