



AIRLIE CENTER

Online Reservation Instructions
National Association of Certified Professional Midwives –
12/31/10

Conference Code: 107136

Online Reservation Must be Made by: February 26, 2012

TO MAKE A RESERVATION:

1. At the Airlie Center website www.airlie.com, select **Accommodations**, then **Room Reservations**
2. Enter the **Conference Code** above, click **Submit**
3. Review the information section and enter a **Package Code** if provided
4. Choose from available packages and options
5. Provide your registration information, items marked with an asterisk (*) are required
6. Click **Reserve Now** to continue
7. Provide your credit card billing information and click **Submit** to finalize your reservation

You will receive an email confirmation receipt at the address provided

Please note that if you sign up for a double occupancy room, but stay in the room alone, you will be charged for a single occupancy room.

PAYMENT TERMS:

Your credit card will be charged for all charges at this time. You are responsible for all charges in the event of cancellation prior to the meeting, your failure to attend the meeting, or adjustments to your reservation. Payment must be made in U.S. Dollars (USD). You must agree to these terms to complete your reservation.

If you experience any problems with Airlie Center's online reservation system, please contact us at onlinereshelp@airlie.com