

# UMW General Assembly

United Methodist Women Assembly 2022  
May 20–22, 2022  
Orlando, Florida

## Assembly Registration

Early online Registrationassembly2022.org	9/1/21-11/30/21(Midnight PST)	\$330 2 lunches included
Online Registrationassembly2022.org	12/1/21-4/11/22(Midnight PST)	\$365 2 lunches included
Paper mail-in Forms *	9/1/21-4/11/22	\$365 2 lunches included
Virtual Option Early Registrationassembly.org	9/1/21-11/30/21(Midnight PST)	\$199
Virtual Option Registration	12/1/21-4/11/22(Midnight PST)	\$235
Ubuntu Day of Service(optional)	Filled until capacity	\$75

Early rate does not apply to mail-in forms due to their associated added costs.

## Information for Hotel Reservations

Orchid. Events have been selected as the housing provider for the United Methodist Women Assembly 2022 being held in Orlando, FL May 20 – 22, 2022.

The North Georgia Conference UMW has 7 rooms blocked until December 1, 2021:

**Rosen Plaza Hotel** | 9700 International Drive, Orland, FL 32819

Nightly Rate: \$158 Single/double (Room rates do not include 12.5%)

Dates: May 19-22

On line registration: <https://book.passkey.com/go/UMWA2022>

Below you will find information about how to process reservations and what happens when your room block runs out of rooms.

## **Waitlist Feature**

We will be utilizing the waitlist feature for the Assembly. The waitlist feature allows a member to complete a reservation and waitlist a specific night or in some cases their entire reservation if a room is currently not available for selected reservation dates. The waitlist will be available should your conference run out of rooms. It will also be available for members who choose to book in the general attendee. The waitlist will allow all members to book a room without being turned away. The message below will display if your member has 1 or more nights on a waitlist:

**CAUTION:** if you select a waitlisted reservation, there are one or more nights currently not available. There is a high probability that we will obtain more rooms. You will receive a new acknowledgment within five business days should your waitlisted reservation be confirmed. If we are unable to clear your reservation, we will contact you to discuss alternative accommodations.

Once rooms become available, we will be confirming the waitlist reservations on a first-come basis. Once we reach the December 1st room block deadline, all unused rooms will be released, and we will be able to accommodate members who may still be on the waitlist.

We are all in this together! If you have a room block for your conference and know you have more rooms than you really need, please contact us to release rooms and help other members confirm their reservations. There is another conference in Orlando during assembly and hotels have indicated rooms are selling out.

## **Deadline**

December 1, 2021, Rooming List Deadline

All unused rooms in conference room blocks will be released to the general Assembly block. Your members may continue to book reservations depending on availability. We will continue to assist with reservations until April 14, 2022. After this date, all changes and new reservations will need to be made directly with the hotels.

## **Ways to Book Hotel Reservations**

Online: [CLICK HERE](#) (for new reservation OR to modify or cancel an existing hotel reservation).

Follow steps to complete the reservation(s).

1. Each room reservation must be processed with a credit card guarantee.
2. Reservations that exceed the allotment of rooms in your block on any of the nights will be waitlisted.
3. "Place holder" reservations, the hotels encourage everyone staying in the room be on the reservation.
4. Hotels may charge for early check-in, early-departures, late check-out, and room type changes. Please refer to the hotel acknowledgment letter for fees.

Telephone: By calling Orchid. Events, please ensure your members identify they are part of a specific Conference. Agents are available 9:00 AM – 2:00 PM Mountain Standard Time, Monday through Friday

Toll-free (US): (888) 341-3540

International: (801) 214-7283

## **Deposit**

When booking your hotel accommodations, you must provide a valid credit card number to guarantee one night's room and tax for each room reserved. Your credit card WILL NOT BE CHARGED during this initial stage and will be held as a GUARANTEE only.

## **Acknowledgments**

Orchid Events will send reservation acknowledgments within 24 hours via email. If you do not receive your acknowledgment in this time frame, contact Orchid Events. You will not receive a written confirmation from the hotel.

## **Cancellations & Changes**

When booking your hotel accommodations, you must provide a valid credit card number to guarantee payment. Any reservation canceled within 5 days of arrival date will be charged one night's room and tax. Cancellations and changes to the names of occupants or arrival and departure dates must be made directly with Orchid. Events. Cancellations after December 1, 2021, may be subject to a \$25.00 processing fee, per reservation.

An early departure fee of one night's room and tax will be charged if the departure date is changed post-check-in. Cancellations and changes can be emailed to [help@orchid.events](mailto:help@orchid.events).

## **Questions or Special Requests?**

For questions or special requests, please contact Orchid Events at (888) 341-3540 or e-mail [help@orchid.events](mailto:help@orchid.events). Special requests are not guaranteed. Hotels will assign specific room types upon check-in, based on availability.

Registrants will be emailed the access link closer to the meeting date.