

## FLTA Summer Orientation at MSU 2017 Hotel Information for FLTAs

1. The Marriott is a NON-SMOKING hotel. You may NOT smoke in the rooms or in the building. If you do so, **YOU** will be required to pay **at least** a \$250 cleaning fee.
2. Don't use the security bolt until both FLTAs are in the room! You are sharing a room with another FLTA. Each room has a regular secure lock, and both FLTAs will have a key card for access. Each room also has a security bolt similar to the picture at the right: If you close the security bolt before your roommate is in the room, your roommate won't be able to access the room. The only solution is for the hotel staff to cut the bolt. If this happens, you will be charged \$250 to replace the bolt. (This happened in 2014—the FLTA in the room was so jet-lagged that she was sound asleep and didn't hear the staff knocking or cutting the bolt.)
3. MSU/IEE is paying for your hotel room for the 4 nights (7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup>) and 4 breakfasts (8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>)
4. Incidentals are **NOT** covered by MSU/IEE. Each individual FLTA is responsible for and must pay for extra charges separately. Incidentals include:
  - a. Parking
  - b. Long distance phone calls (can cost hundreds of dollars!)
  - c. Local phone (can be expensive)
  - d. Room service
  - e. Room movies
  - f. Meals in the restaurant (except the breakfast buffets on your schedule)
  - g. Alcoholic beverages
  - h. Gift shop purchases

Remember: MSU/IEE will NOT pay for any of these charges.

5. Phone: If you would like to use a phone card to make an international call, please go to the front desk to activate your phone. You will need to sign and agree to pay any charges that you incur. Phone cards can be purchased downtown at CVS (across from the hotel.) Please ask for help if you are unsure how to use the card. Five years ago several FLTAs made mistakes, and it cost them hundreds of dollars each.
6. Wifi: There is free wifi in the lobby. In addition, the Marriott is providing free wifi in your rooms as a courtesy to you. At check-in, you will be given instructions for how to activate it.
7. For your return to the airport on August 11, you will need to sign up in advance at the front desk for one of the free airport shuttles. We won't be able to reimburse you for a taxi on your return, so you have to schedule with the hotel front desk. You might have to leave earlier than planned depending on shuttle availability. If you are traveling to the bus or train station, please let the front desk know, and sign up for the appropriate shuttle.
8. You must checkout of your room before 12 pm (noon) on August 11. You will have to pay for any incidentals not covered by MSU/IEE (see #3 above). If your flight is not until later in the day, you can check your bags with the front desk and pick them up later. It is a good idea for both roommates to be at the checkout to divide up any incidental costs.