

# 2023 NACO Annual Conference

## Younes Center Hotel Reservation Information

The NACO Annual Conference will be held December 13-15, 2023 at the Younes Conference Center North in Kearney, NE. We wanted to let you know about our new process for reserving hotel rooms for the conference. This year, the hotel block reservation format has changed. Instead of calling in room reservations, you will reserve hotel rooms for the Annual Conference by completing an online form.

**All reservations must be made by this form. Reservations will not be accepted by calling the front desk. We ask you to please read over the following information carefully to ensure a smooth hotel reservation process.**

### **Hotel Reservations:**

- 1) The reservation form will be emailed to all members and made available on the NACO website on Tuesday, August 1st at approximately 1:30 P.M. MT / 2:30 P.M. CT. To prevent any potential issues with double-booking hotels, please be sure to coordinate with your county regarding hotel arrangements before filling out the form.
- 2) For your preparation, the form will include the following questions:
  - Contact Information
  - Date of Arrival
  - Date of Check Out
  - Number of Single Rooms
  - Number of Double Rooms
  - Total Number of Sleeping Rooms
  - Do you have a rooming list to provide at this time? If so, please list guest names, and if the stay date is different from the dates above, please indicate next to their name.
  - Method of Payment
  - Preferred Choice of Hotel #1
  - Preferred Choice of Hotel #2
  - Preferred Choice of Hotel #3
- 3) After completing the form, the contact person listed on the form will receive a receipt of the completed form via email.
- 4) Reservations will be made based on the order of form submission. The contact person will then be contacted by the hotel's front desk staff by either email or phone to let them know which hotel your county has been placed in to take care of billing information and confirmation numbers. Please note, your preferred hotel is not guaranteed.
- 5) If you are reserving multiple rooms for your county, you must provide a rooming list with guest names and stay dates to the Younes Team by September 18th. Any unclaimed rooms after September 18th will be placed back into the general NACO block for other attendees/counties to reserve.

**Again, please be sure to coordinate hotel arrangements with your county. If you have questions about hotel reservations, please call 308-237-8813 or email [youneshotels@gmail.com](mailto:youneshotels@gmail.com).**