



Kellogg Hotel & Conference Center  
at Michigan State University

## GROUP RESERVATIONS

Dear Ms. Levandoski:

For your guest's convenience, they can make reservations online or by phone. Please provide attendees with your **Group Code: 1809MITRAU**. They will need this code to access the conference room block.

The room block release is **August 19, 2018**. Reservations made after the group room block release date will be subject to room and rate availability.

### ONLINE RESERVATION INSTRUCTIONS

For ease and 24 hour access to booking for your guests we encourage guests to book online by following the instructions below:

- Go to [www.kelloggcenter.com](http://www.kelloggcenter.com)
- Click on the "Reservations" link at the top of the page
- Select "Book Now Online" link
- Enter arrival, departure, rooms, and number of adults and children
- Select "More Options" and enter your **Group Code: 1809MITRAU**
- Click "Check Availability"

**For special requests, reservations outside of the conference dates, or reservations after the room block release date, please call our reservations department at 800-875-5090.**

### PHONE RESERVATION INSTRUCTIONS

- Call 800-875-5090 and refer to the **Group Code: 1809MITRAU** or **Block Name: MI Trauma Coalition**
- Representatives are available Monday through Friday 7:30am-7:00pm
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