



## Association of Haitian Physicians Abroad

### **2018 AMHE Convention Package**

**Royal Decameron – Baru/Cartagena - July 22 – 29, 2018**

#### **Package Content**

For your convenience, the following information includes:

- 1) President's Cover Letter
- 2) Convention Flyer
- 3) Hotel Rates Flyer
- 4) **IMPORTANT: Must Read.** Hotel Rules and Regulations, Cancellation, and other relevant information.
- 5) Steps for Registering for CMEs and for Booking your Hotel Room
- 6) Hotel Booking Intake Form
- 7) Frequently Asked Questions: Special Restrictions and FAQs
- 8) Disclaimer



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### 2018 AMHE Convention Package

#### Royal Decameron Beach Resort and SPA – Baru/Cartagena, Colombia

July 22 – 29, 2018

**Disclaimer:** AMHE endeavors to make every effort to guide and assist all convention participants through the registration process of the hotel. AMHE will, to the extent possible, intervene and negotiate with the hotel on behalf of the convention registrants. However, AMHE does not have oversight and management responsibility for the services the hotel offer. Henceforth, AMHE assumes no responsibility and/or liability for services the hotel provides to the registrants.

Once your registration is complete through AMHE, we encourage you to call the hotel directly to arrange any special request you may have.

#### **STEPS FOR REGISTERING FOR THE CONVENTION**

- 1) If you are a presenter or a CME participant attending the Scientific sessions, please register at:
  - a. [www.amhe.org](http://www.amhe.org)
  - b. Click on 2018 Convention
  - c. Click on **Register and Pay** for the Scientific Session Online
- 2) If you are a participant **not attending the Scientific Convention** but would like to participate in the 2018 convention, book your hotel room by submitting the attached **HOTEL BOOKING FORM** or you can fill out the **HOTEL BOOKING** form online at:
  - a. [www.amhe.org](http://www.amhe.org)
  - b. Click 2018 Convention
  - c. Click on Book my hotel accommodations
- 3) **Book your flight.** AMHE has 50 seats (from JFK to Cartagena) and 20 seats (from Fort Lauderdale to Cartagena). These flights are available for set dates: July 22 to July 29, 2018. These reduced rates tickets are available to members with paid membership for 2018 on a first come first serve basis.
- 4) **Pay for your hotel BOOKING.** Call the office to make your payment or request an invoice for your booking charges. Keep in mind the discount deadlines when doing so as we need to have the payment by that date.
- 5) For any additional questions, please contact AMHE

PHONE: (718) 245-1015 and talk to Ms. Myriame Delva

FAX: (718) 735-8015



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**Royal Decameron Beach Resort and SPA – Baru/Cartagena, Colombia**

**July 22 – 29, 2018**

**SPECIAL RESTRICTIONS AND FREQUENTLY ASKED QUESTIONS**

Please take notes of the following Special restrictions and Frequently Asked Questions:

- The hotel in Baru, Colombia has a total capacity of 288 hotel rooms.
- Hotel registration does not include CMEs.
  - Register for hotel Room
  - Register for CMEs
- There are only 45 with beachfront view. Rooms with beachfront view is at a premium price.
- Iron and Ironing Boards are available upon request. If you prefer, bring your own iron.
- Phase I of the registration period will be January 16 – February 15, 2018. AMHE will offer first pick of the premium rooms to Members who have paid their 2018 membership by the time of their registration.
- All hotel rooms have a safe deposit box free of additional charge. The price for the safe is included.

Q1 - How much is the SINGLE ROOM Rate (only 1 adult in the room)?

A1 - A SINGLE ROOM (only 1 adult in the room) is \$1899.00 for the 7-nights package before discount.

Q2 - How much is the DOUBLE ROOM rate (2 Adults in a room)?

A2 - A double room can accommodate 2 Adults at \$1499.00 per person as well as 1 or 2 children (\$699.00 per child 3-11 yrs old) before discount.

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[www.amhe.org](http://www.amhe.org)



## Association of Haitian Physicians Abroad

Q3 - Is there a SPECIAL Rate for AMHE members?

A3 - Yes, members who have paid their **2018 dues** and registered during the Early Bird registration period (February 16 through March 15, 2018) are granted a 20% discount. AMHE members also can enjoy an extended discount period (April 1st to June 1st), however, the discount will be reduced to 10 % during that period.

Q4 - Are the members' family qualified for the SPECIAL Rate?

A4 - Family of members and non-members get a 10% discount during the Early Bird Registration period from March 1st through April 1st, 2018.

Q5 - Can I book my accommodation directly with the Hotel?

A5 - NO. All bookings must be done through AMHE as the rate includes some amenities and private parties that are solely for the AMHE group. If you register outside of AMHE, you are forfeiting your privilege to the AMHE events and will be paying a hefty fee to attend those events.

Q6 - Do Children Pay?

A6 - Children less than 3 yrs of age stay free in the same room as their parents. Children 3 to 11 yrs pay the children rate and are in the same room as the parent and those 12 yrs and above pay the adult rate.

Q7 - What is the maximum number of people per room.

A7 - Maximum occupancy is 2 adults per room + 2 children. There are a few rooms that can accommodate three small children (less than 11 yrs of age) but these are very limited. We recommend that you book early if that may be your case but we cannot guarantee one will be available.

Q8 - How will I get to the Resort from the airport?

A8 - Your package includes round trip transportation to and from the resort. You will need to provide us with your arrival/departure date, time, and flight number for the hotel to arrange your pick up.

Q9 - Are there any special recommendations for time of arrival?

A9 - We recommend that you book your flights to arrive no later than 5:00pm on Sunday, July 22, 2018.

Q10 - Do I have to pay the whole amount to qualify for the discount?

A10- No, you do not. You are required to pay only 50 % (non-refundable) of the total room cost of your package to qualify. Your final payment must be made before June 15<sup>th</sup>.



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Q11 - What happens if the final payment is not made before June 15<sup>th</sup>?

A11 - This deadline will be strictly enforced and you will forfeit all discounts as well as the 50 % deposit used to book the reservation.

Q12 - Are there any penalty for canceling my booking?

A12 - Yes there is. Any booking canceled before June 15<sup>th</sup> will carry a penalty of 50 % of the total booking for that room. Booking canceled after that date will result in 100 % loss of all payments made up to that point and AMHE will send you an invoice for any balance you may owe for that booking.