



## Criminal Justice Standards and Training Commission Meeting

Meeting Dates: October 28 – 31, 2024

### Embassy Suites Orlando - Lake Buena Vista South

4955 Kyngs Heath Road

Kissimmee, Florida 32082

Front Desk: (407) 597-4000

Front Desk Fax: (407) 597-4101

If you have questions about the Commission meeting agenda, contact Kim Rowell at (850) 410-8662 or by e-mail at [KimberlyRowell@fdle.state.fl.us](mailto:KimberlyRowell@fdle.state.fl.us). If you have questions about hotel accommodations or need assistance making a reservation, contact Cheryl Taylor at (850) 410-8657 or via email

[CherylTaylor@fdle.state.fl.us](mailto:CherylTaylor@fdle.state.fl.us). If you have questions about the Officer Discipline Agenda, contact Kamal Meshedi at (850) 410-8632 or by e-mail at [KamalMeshedi@fdle.state.fl.us](mailto:KamalMeshedi@fdle.state.fl.us). If you have questions regarding the Officer Discipline Training Course, contact Raven Davis at (850) 410-8793 or by e-mail at [RavenDavis@fdle.state.fl.us](mailto:RavenDavis@fdle.state.fl.us). The Commission packet can be viewed or downloaded after **October 15, 2024**, at: <http://www.fdle.state.fl.us/CJSTC/Commission.aspx>.

#### **Hotel Accommodations/Amenities:**

The group rate is \$165.00 per suite per night plus applicable state and local taxes. All guest suites are "run-of-the-house" unless stated otherwise. All suite rates are based on single/double occupancy. Guest suite types cannot be guaranteed and will be reserved on a first-come, first-served basis. If there are more than two guests, an additional charge of \$10 plus tax per person per night will apply for each additional guest, up to a maximum of six guests per suite. All suites come with a mini-fridge and a microwave. Complimentary basic Wi-Fi is available in all guest suites, and there is a complimentary on-site fitness facility. All overnight guests will receive a complimentary evening reception from 5:30 p.m. to 7:00 p.m. and a made-to-order breakfast that is complimentary as well. Breakfast is available from Monday to Friday, from 6:30 a.m. to 9:30 a.m. On weekends, from Saturday to Sunday, breakfast is available from 7:00 a.m. to 10:30 a.m. The Citrus Room is where you can enjoy these amenities at your leisure. Group rate is available from October 27 - November 2, 2024. Rates are applicable three (3) days before and (3) after the Group's official meeting dates, subject to space and rate availability. Check-in time is 4:00 p.m., and Check-out time is 11:00 a.m. Late check-out requests will be reviewed based on hotel demand—a late departure fee of \$50 per suite. Early check-in cannot be guaranteed. Please contact the hotel to ask about early check-in or late check-out. There is no resort fee. The cutoff date for making reservations is **October 6, 2024**. Reservations made after this date may not receive the group rate or room block. Please contact the CJSTC Meeting Planner, Cheryl Taylor, at [CherylTaylor@fdle.state.fl.us](mailto:CherylTaylor@fdle.state.fl.us) if you need assistance.

#### **Reservation:**

Individuals can make, modify, or cancel all reservations online at <https://book.passkey.com/e/50725114>. To make a reservation by telephone, please call the Embassy Suites Reservations at 407-597-4000 and ask for reservations (be sure to mention group code (CJS)). Individuals can guarantee reservations with first night's pre-payment or a credit card.

#### **Cancellation Policy:**

Cancellations made within 72 hours before arrival will forfeit room and tax for one night. Example: If your arrival date is October 27, 2024, you must cancel before 11:59 PM on October 24, 2024.

#### **Tax-Exempt Status:**

Individuals with an agency tax-exempt status must provide a valid tax exemption certificate to the Hotel on the day of arrival. This will exempt them from tax charges. However, tax-exempt status will only apply to charges paid directly by the tax-exempt organization. Attendees using agency forms of payment will be eligible for Tax Exemption. However, FDLE members must pay taxes on lodging and incidentals using a personal form of payment or the Amex Corporate Card.

**Parking:** Discounted self-parking: \$12 inclusive per day tax included.