



Criminal Justice Standards and Training Commission Meeting

May 13 – 16, 2024

Embassy Suites Orlando Lake Buena Vista

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. If you have questions about hotel accommodations or need assistance making a reservation, contact Cheryl Taylor at (850) 410-8657 or via email at

CherylTaylor@fdle.state.fl.us. If you have questions about the Officer Discipline Agenda, contact Erica Gaines at (850) 410-8645 or by e-mail at EricaGaines@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. The Commission packet can be viewed or downloaded after April 30, 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 5/12/2024 – 5/17/2024. 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 **April 21, 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 if you need assistance.

Reservation:

Individuals can make, modify, or cancel all reservations online at <https://book.passkey.com/e/50663975>. 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)).

Cancellation Policy:

Cancellations made within 72 hours before arrival will forfeit room and tax for one night. Example: If your arrival date is May 12, 2024, you must cancel before 11:59 PM on May 9, 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 Amex Corporate Card.

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