

Embassy Suites Orlando Lake Buena Vista

4955 Kyngs Heath Road
Kissimmee, Florida 32082
Front Desk: (407) 597-4000
Front Desk Fax: (407) 597-4101

Hotel Accommodations/Amenities:

- The group rate is \$159.00 per night for a 2-room suite—King or 2 Queens. All additional charges of \$10 plus tax per person, per night for each additional guest up to 6 maximum guests will apply.
- All of the rooms do have a mini-fridge and a microwave. Complimentary High-Speed Wireless/Wired Internet access in all guest rooms. Complimentary on-site fitness facility.
- All overnight guests will have a two-room suite to include a complimentary evening reception (5:30 p.m. - 7:00 p.m.) and complimentary made-to-order breakfast (Mon-Fri 6:30 a.m. - 9:30 a.m. Sat-Sun 7:00 a.m. - 10:30 a.m.) located in Citrus Room at leisure.
- Group rate is available from October 29 – November 4, 2023.
- Check-in time is 4:00 p.m.
- Checkout 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 get in touch with the hotel to ask about early check-in or late check-out.
- No Resort Fee.
- The cutoff date for making reservations is **October 15, 2023**. 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:

To make a reservation, please call the Embassy Suites Reservations at 407-597-4000 and ask for reservations (be sure to mention group code (CJS), or click on the following link to visit our customized reservation website:
<https://book.passkey.com/e/50651461>.

Cancellation Policy:

Cancellations made within 72 hours before arrival will forfeit room and tax for one night. Example: If your arrival date is October 29, 2023, you must cancel before 11:59 PM on October 26, 2023.

Tax Exemption:

If your organization is tax-exempt, please bring a copy of your agency's current exemption certificate issued by the State of Florida.

Note: If a guest uses their credit card to make a room reservation, the Tax Exemption is not applicable, and taxes will be charged to your bill. Guests must use company/agency forms of payment to be Tax Exempt. FDLE members will pay taxes on lodging and incidentals.

Parking:

Discounted self-parking: \$10 inclusive per day/night

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 October 17, 2023, at <http://www.fdle.state.fl.us/CJSTC/Commission.aspx>.