



COLORADO FEDERATION OF NARFE

Narfe-colorado.com

To ALL members of the Colorado Federation

The Federation Conference is held biennially and focuses on Federation and chapter issues. Also, to bring together NARFE members to inform, motivate and improve communications and performance via group discussions. It provides an opportunity for members to exchange ideas and information in select areas of leadership and management.

The Conference also provides members an opportunity to renew long-standing friendships and to make new ones. The attached preliminary agenda provides you with information on the 1-day Conference and 60-year Anniversary. This year's theme, "**Setting a New Direction with NARFE**"

WHERE: DoubleTree by Hilton Denver-Aurora
13696 East Iliff Place
Aurora, Colorado 80014

RESERVATION INFO:



Call the hotel front desk at 303-337-2800 and request the group rate under NARFE to make reservations. Reservations must be made within the contracted dates. Reservations requests outside the contracted dates must be made through the sales department. Please dial extension 157 to reach the sales coordinator. The cutoff date for accepting reservations at the discounted group rate is May 3rd, 2023. Guests can also make reservations using the booking link below: [NARFE 2023](https://www.narfe-colorado.com)

WHEN: **May 25, 2023**

WHO: DoubleTree Contact: Carlee Maglietto, Catering Sales Manager
NARFE Contact: Frank Impinna, Host Coordinator, 303-482-1747

NARFE WEBSITE: Same information is also available on the colorado website:
www.narfe-colorado.com, if you need additional forms

DoubleTree by Hilton Denver – Aurora

GUESTROOM ACCOMMODATIONS

We are honored to have the opportunity to host the Colorado Federation of NARFE here at the DoubleTree Denver – Aurora. We have the following accommodations available:

Wednesday, May 24th, 2023: Guest room rate is \$169 per night plus tax

Thursday, May 25th, 2023: Guest room rate is \$169 per night plus tax

Sleeping room rates are non-commissionable and are quoted exclusive of applicable state and local taxes, fees and assessments. In the state of Colorado, the occupancy sales tax rate is currently 12.25%. In the city of Aurora, a Destination Marketing Fee of \$2.00 plus tax applies to each room. The Destination Marketing Fee is non-negotiable and non-exempt.

Reservations must be made no later than Wednesday, May 3, 2023. Reservations requested by attendees after this date will be accepted based upon availability. Each room must have a valid credit card guarantee attached to the reservation

PROPERTY OVERVIEW

DoubleTree by Hilton Denver-Aurora is the premier hotel located near University of Colorado Denver/ Anschutz Medical Center and Buckley Air Force Base. We are within minutes of major interstates and our location between Denver International Airport and Denver Tech Center allows us to offer our guests convenient access to all areas of the city.

AMENITIES AT YOUR SERVICE

- Jackdaw Restaurant and Bar onsite
- Text-for-Service in guestrooms and meeting space
- Complimentary airport shuttle service (based on availability. Please call our Front Desk upon arrival for service. Reservations must be made 24 hours prior for service returning to the airport. Our shuttle runs from 6am – 10pm)
- Complimentary on-site parking
- Complimentary internet access in guestrooms for Hilton Honors Members
- Flat-screen televisions with on-demand movies and premium television channels.
- 24-hour business center with printer accessibility
- 24-hour fitness center
- Heated indoor pool and hot tub

INDIVIDUAL CANCELLATION POLICY

Individual guaranteed reservations must be canceled 48 hours prior to check-in to avoid penalty. Any reservation canceled within the 48-hour period prior to check-in will forfeit their first night room and tax deposit via a charge to the credit card on file.

NO-SHOW CHARGES

Individual guaranteed reservations that “no-show” will forfeit their first night room and tax deposit via a charge to the credit card on file.

To our guests,

We sincerely appreciate the opportunity to host the Colorado Federation of NARFE. Should any questions arise, please do not hesitate to contact our Front Desk at 303-337-2800. Have a wonderful event!

Sincerely,

Scott Turbow – *General Manager*
Liz Nelson – *Assistant General Manager*
Dana O’Boye - *Director of Sales*
Carlee Maglietto – *Catering Manager*
Caitlyn Clark – *Guest Rooms Controller*
Natalia Veazey – *Front Office Manager*
Imran Ali – *Banquet Manager*

Conference Registration: Members and guests attending the Conference must complete the attached registration form (**one person per form**).

All attendees will receive, included with their registration, all breaks, and lunch. A memorial booklet with the agenda, Federation information, and ads from our wonderful supporters. A Goodie Bag with items from our supporters and from NARFE. Also available are the many exhibits by our sponsors in the main hall.

We look forward to seeing you at the 2023 Colorado Conference.

Frank Impinna, Federation Conference Coordinator
1031 Sparrow Hawk Dr.
Highlands Ranch, Co 80129-5634
303-482-1747 or impinna@gmail.com