

Crucial Connections

HOTEL INSTRUCTIONS

All Crucial Connections attendees are invited to stay overnight at the venue, *The Little America Hotel*. You will be responsible for making any modifications or cancellations to your reservation. The room block closes **July 4, 2024**.

HOW TO BOOK YOUR HOTEL ROOM

1. [Go to the Crucial Learning room block](#).
2. Click **"GO TO NEXT STEP"**. Do not close out of the **"Crucial Learning – Crucial Connections room block"**. Our discount code, **"CRUCO124_001"** should automatically be applied.
3. Select the dates of your stay. Check with your Excom leader for additional information on your team agenda if you are unsure when you should arrive or depart.
 - **Locals:** Set your check-in for Tuesday, August 6, unless you are required to arrive early for pre-event meetings. Check-out is required to be Thursday, August 8 for any local Utah employees driving.
 - **Travelers:** Book your hotel room based on your flight arrival and departure dates.
4. Click **"APPLY"** at the bottom of the page.
5. Click **"SELECT THIS RATE"** for the room type of your choice.
6. Click **"GO TO NEXT STEP"** then **"SKIP"** the offer for additional services.
7. Add your personal *Guest Information* and *Payment Details*. You will add a personal credit card to secure the reservation which should only be charged for incidentals. The room reservation will be paid for with the Crucial Learning company account.
8. Click **"BOOK NOW"** to finalize your reservation.
 - You will receive an email confirmation from reservations@saltlake.littleamerica.com. Check your spam folder for this email and save it. If you need to modify your reservation, make changes directly from that email or go [here](#) and enter your last name and confirmation number. Call the hotel directly at 801-437-5288 if you encounter any issues.