



Imperial Council Session of 2013, Inc.
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Indianapolis, IN 46204
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Dear 2011 Assistant Rabban:

We want you to have a great time at the 2013 Imperial Council session in Indianapolis, Indiana. Submitting the hotel and session registration form is the first step to help us help you have a great time. It's really pretty easy.

STEP ONE: Go to www.imperial2013.com and click on hotels. The instructions (this document) and the registration form are on that page. Download and save both documents. If you do not have the free Adobe Reader (or Adobe Acrobat) installed on your computer, go to <http://get.adobe.com/reader/> and get the software.

STEP TWO: Take a look at our great hotel choices. We have a link to each hotel's home page. None of the hotels is more than five blocks from the Convention Center. Many are connected via skywalk. Pick your favorite, and pick a couple of backups. If you need 15 rooms or less, Shriners International will handle your hotel arrangements. This process typically starts in February of the session year (2013 in your case), so you do not need to pick a hotel. But don't stop here. We still need you to give us your contact and other information.

STEP THREE: Fill out the form. You can do it on your computer and save the information (preferred method), or you can print it and fill it out by hand. The form is pretty much self explanatory.

- Contact Information – We would like to be able to contact you and a second person, ideally your Housing Chairman. If you will use Headquarters Hotels and do not have a Housing Chairman, identify someone else as a secondary contact.
- Number of Hotels Rooms Required – These are the rooms you will be assigned by the Indianapolis Team. You will pay your room binder and receive your hotel assignments and contract in Denver.
- Hotel Preference – We would like to have three choices. If your first choice still is available when you meet with us in Denver, it is yours.
- Special Needs – If you have anything out of the ordinary, let us know.
- Number of Headquarters Hotels Rooms – We don't assign these, but we want an estimate for planning purposes.
- Number of Parade Units – Give us an estimate of the number and type.
- Number of Competition Units – Again, give us an estimate of the number and type.
- Comments – Add anything you want us to know.

STEP FOUR—Send the completed form to us as an email attachment to imperial2013@sbcglobal.net, by fax to 317-686-4199, or by mail to the address printed above. We will log your form and schedule appointments in Denver based on the order in which the forms are received.

If you have questions, contact us at imperial2013@sbcglobal.net. If you plan to come to Indianapolis to look around, let us know.

We look forward to seeing you in Denver this year and in Indianapolis in 2013.

Sincerely and Fraternaly,
The Indianapolis 2013 Team

Jeff Zaring, Director General
Bill Rasner, Deputy Director General
Carl Culmann, Housing Chairman