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**DATE:** January 13, 2011

**TO:** Grand Lodge Convention Delegates

**FROM:** George Lehn, State Housing Chair

**RE:** Room Reservations for Elks National Convention – Embassy Suites Austin  
Austin, Texas - July 01 to 05, 2012

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Attached you will find the “official” Room Reservation Form for the Elks National Convention to be held July 01 to 05, 2012, in Austin, Texas. Minnesota has been assigned housing at the Embassy Suites Austin Downtown/ Town Lake Hotel. I am the only person who can make room reservations for Minnesota, so it is imperative that you get this form to all Elks from your Lodge who will be attending and need to make room reservations. I will remind you that, per Grand Lodge Statute, each Lodge is required to send a delegate to this convention.

- Please make copies for all parties who will attend and distribute. The form can also be accessed on the Minnesota Elks Web Site at [mnelks.org](http://mnelks.org)
- Please complete the form, type or write legibly. Mail one copy to me and keep one copy for your records. Room Reservation Forms should be postmarked no later than: **March 15, 2012.** **SEND FORM TO: address noted above.**
- Room reservations will be processed on a first-come, first-served basis. It is important for me to know if we will exceed our block of rooms (50) as soon as possible so arrangements can be made to secure additional rooms.
- Even if you are uncertain of some of your specifics, I need the form by the deadline date. We can make changes at a later date if need be. First and foremost, I must know if you want a room and for which nights. There are a very limited number of “double queen” rooms (10) so they will be processed on a first-come-first serve basis.

I have also attached a “fact sheet” about some convention items. Additional information will be distributed at the State Convention in June 2012.

Thank you in advance for your prompt attention to this matter.

Fraternally yours,

GEORGE LEHN, PDDGER, PER  
Central District President - MN Elks Association  
State Housing Chair