

- Step 1** Reviewed all housing details for attendees and advanced teams with the Summer Conference Housing Office.

- Step 2** Received housing file from the Summer Conference Housing Office.

- Step 3** Reconfirmed attendee numbers **“(7) business days prior”** to event.
Write your **“(7) business days prior”** date in the space provided the Summer Conference Housing Office will call: _____.

Any adjustments to the estimated number of rooms required must be addressed at this time. Additional housing may not be available beyond this date.

- Step 4** Re-confirmed attendee numbers **“(3) business days prior”** to event and returned the completed housing file to the Summer Conference Housing Office.

Write your **“(3) business days prior”** date in the space provided. The Summer Conference Housing Office will call on: _____.

External Groups e-mail the completed housing file to:

summer_conference@liberty.edu

(summer UNDERSCORE conference @ liberty.edu)