

AUBURN UNIVERSITY HOTEL AND DIXON CONFERENCE CENTER

[The Auburn University Hotel and Dixon Conference Center](#) has increasingly become a popular location for meetings, luncheons, and programs. The facilities are outstanding and are conveniently located.

The Alabama Cooperative Extension System has a Conference facilitator who works with us for planning and organizing meetings. After approval for the event from your supervisor and the appropriate Program Leader, contact the Conference Center and speak to the facilitator for the Alabama Cooperative Extension System before any plans are made. That person will help you in all aspects of your meeting.

Hotel reservations for System guests must be made by our Conference facilitator. Account information must be given to the facilitator when the reservations are made.

An AID card must be obtained from Administrative Services the day of the event to charge the meals, audio visuals, room rental, etc. to the appropriate account which must be known before the AID card is given out. You will use this card for any charges dealing with your event. A receipt will be given each time the card is used. After the event, return the AID card along with the receipts to Administrative Services. If meals were held, a listing of those people attending each meal event must be turned in when the AID card is returned.

The Auburn University Hotel and Dixon Conference Center direct bills us. Copies of all charges will be sent to the responsible individual for each event for verification.