



High Intensity Science with the BELLA PW Laser

Room Block: January 19-23, 2016

PROCEDURE FOR ON LINE GROUP RESERVATIONS

It is very simple to book an individual reservation as part of your group with our online reservation system. Please follow these easy step by step instructions and your reservation will be confirmed in just a few moments. You can also phone (510) 495-8000 and mention the High Intensity Science with the BELLA PW Laser room block to book your room.

- Go to berkeleylabguesthouse.org. Click on the "RESERVATIONS" tab.
- Click on the radio button "I have a group booking code."
- Enter the Group Booking Code **B02P15** in the pop up box and click "Continue".
- Select you arrival and departure dates. Select the number of Adults occupying your room. Click on "Check Availability and Room Rates".
- Select the type of room you would like to book. The rate for a single queen, double twin, or "run of house" room is \$140 per night, which is the per diem. Tax, parking, wifi and weekday shuttle pass are included in the rate. Add \$10 per additional person in the room. Complete all information required for booking. If you need a room with two beds and you book a single queen or "run of house" please note the need for another bed and the information for the additional person, or if you have any special needs or special requests please enter that information in the field provided. Click "Continue".
- Review the information for your reservation.
- Click on the box "I have read and accept the "Hotel Policies."
- Click on "Place reservation"
- Copy your confirmation number at the top of the screen. You will receive an email confirmation within 30 minutes.
- **Please note that rooms will be released on January 5, 2016. If you receive a message that rooms are unavailable, the rate code is invalid, if you need to book outside of the room block dates, or if you book after January 5, please email jen@berkeleylabguesthouse.org for assistance. We look forward to your stay.**

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