



## **TOUGH Courses at LBNL**

### **Room Block: October 31 – November 9, 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 TOUGH Courses room block to book your room.

- Go to [berkeleylabguesthouse.org](http://berkeleylabguesthouse.org). Click on the “RESERVATIONS” tab.
- Click on the radio button “I have a group booking code.”
- Enter the Group Booking Code **B02P16** 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. Standard queens and “run of the house” room types are set aside for the block at the per diem rate of \$140 per night. Tax, parking, wifi and weekday shuttle pass are included in the rate.
- Complete all information required for booking. 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.
- **If you receive a message that rooms are unavailable or the rate code is invalid, or if you need a room with two beds, please email [jen@berkeleylabguesthouse.org](mailto:jen@berkeleylabguesthouse.org) for assistance. Please note that rooms will be released on October 17, 2016. We look forward to your stay with us.**