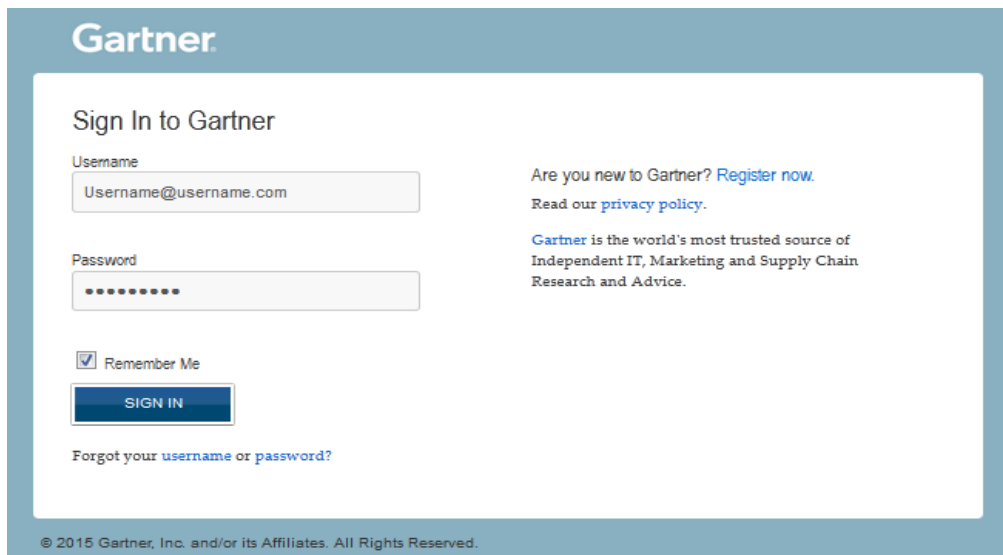


How to Book a Hotel Reservation:

Registered attendees may book a hotel reservation by logging into their Gartner.com account and following the below instructions.

1. To access your Gartner.com account click [HERE](#).
2. Enter your Username and Password. You can request forgotten Username and/or Password by clicking on **“Forgot your username or password”** link.



The screenshot shows the Gartner sign-in interface. At the top left is the Gartner logo. Below it is the heading "Sign In to Gartner". There are two input fields: "Username" with the placeholder text "Username@username.com" and "Password" with a masked password of seven dots. Below the password field is a checked checkbox labeled "Remember Me" and a blue "SIGN IN" button. To the right of the input fields, there is a link "Are you new to Gartner? Register now." and another link "Read our privacy policy." Below these links is a paragraph: "Gartner is the world's most trusted source of Independent IT, Marketing and Supply Chain Research and Advice." At the bottom left of the form area is a link "Forgot your username or password?". At the bottom of the entire page is a copyright notice: "© 2015 Gartner, Inc. and/or its Affiliates. All Rights Reserved."

3. Once logged in you will see the **Registration Summary** page. This page allows you to edit any contact information, User Profile information, and reserve a hotel. Please note, if you are directed to the “Personal Information” Page first, click on “Continue” and you will be directed to the Registration Page.

4. Select the option to “**Make Hotel Reservation.**”

The screenshot shows the registration page for the Gartner Symposium ITXPO. The page is divided into several sections:

- REGISTRATION**: Includes "My Account" and "EVENT INFORMATION" (2017 INDIA Symposium/ITXpo, Goa, India, Hyatt Goa, 13 - 16 November, 2017).
- REGISTRATION SUPPORT**: Includes "Support Phone Number +91 80 2222 2079" and the email "india.registration@gartner.com".
- Registration Information**: A header section with a "Welcome XXXXXXXX" message.
- Your Current Registration Information**: A section containing "Contact Information" with fields for Name, E-mail, Company, Job Title, Telephone, and Address. An "Edit" link is present.
- Hotels**: A section stating "No hotel has been booked" with a red circle around the "Make Hotel Reservation" link.
- Purchased Items**: A table showing the "Full Symposium Pass" with a "Payment Cleared" status of "Cleared".

Item	Payment Type	Payment Cleared	Cantidad	Precio
Full Symposium Pass		Cleared	1	Rs.0.00

Order Balance: Paid in Full - Rs.0.00

- 5. On the Hotel Reservation Page select the arrival and departure dates and click “continue.” Hotel codes are not required to reserve a room, but if you have been provided a code please type it in and click “Add Code.”

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SYMPOSIUM | ITXPO
SYMPOSIUM/ITXPO
13 - 16 NOVEMBER, 2017 | GOA, INDIA | HYATT GOA

REGISTRATION
My Account

EVENT INFORMATION
2017 INDIA Symposium/ITxpo
Goa, India
Hyatt Goa
13 - 16 November, 2017

HOTEL SUPPORT
Support Phone Number
+91 80 2222 2079
Lines Open:
24 Hrs/Day
GartnerGlobalEvents@gartner.com

2017 India Symposium/ITxpo - Hotel Reservation

Select Your Dates
Please select your desired check in and check out dates.
If you require early check-in guaranteed, before 3pm, please book your stay from the previous night and then specify your actual arrival date and estimated arrival time in the relevant field once you have selected your Hotel.
Hotel Check in: 3 PM
Hotel Check out: 12PM
Hotels offer extensions upon availability. Should you not find availability for your required dates, select a shorter date range and reserve the available nights. Please then complete the extension check in or check out field below with you desired dates.
All reservations require a 3 night minimum stay.

If you have been given a **Hotel Code**, please enter it before selecting your check in and check out dates below.

Hotel Code:

Please select your desired check in and check out dates

Check-in:	Check-out:
Saturday, November 11	Sunday, November 12
Sunday, November 12	Monday, November 13
Monday, November 13	Tuesday, November 14
Tuesday, November 14	Wednesday, November 15
Wednesday, November 15	Thursday, November 16
Thursday, November 16	Friday, November 17

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6. Once you have selected your dates a listing of all available hotels will display on the next screen. To see more information on a specific property or make your selection click on “**Select/More Details.**”

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SYMPOSIUM/ITXPO
13 - 16 NOVEMBER, 2017 | GOA, INDIA | HYATT GOA

REGISTRATION
My Account


EVENT INFORMATION
2017 INDIA Symposium/ITxpo
Goa, India
Hyatt Goa
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HOTEL SUPPORT
Support Phone Number
+91 80 2222 2079
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GartnerGlobalEvents@gartner.com

Hotel Reservation

Select a Hotel Sort by Featured

The following hotels are available to check-in **12/11/17** and check-out **15/11/17** After checkout text



Grand Hyatt Goa
Goa University Road, Bambolim, Goa 403206,
India

Average nightly rate **Rs.16,500.00**

Select / More Details

BACK

7. If you would like to move forward with your selection click on “**Book Now**” to review the reservation details.

REGISTRATION
[My Account](#)


EVENT INFORMATION
2017 INDIA Symposium/ITxpo
Goa, India
Hyatt Goa
13 - 16 November, 2017

HOTEL SUPPORT
Support Phone Number
+91 80 2222 2079
Lines Open:
24 Hrs/Day
GartnerGlobalEvents@gartner.com

Select Room Type

Grand Hyatt Goa
Goa University Road, Bambolim, Goa 403206, India

Description



Redefining luxury at the heart of Goa, Grand Hyatt Goa overlooks the visually stunning waters of the Bambolim Bay. This hotel in Goa spreads across 28 acres of colourful, tropical gardens and lush lawns that roll down to the water's edge of the Bambolim Bay. Situated in Bambolim the hotel is conveniently located 7 km from the capital city of Panaji and 25 km from Dabolim Airport, Goa. Unwind and relax in splendidly appointed rooms and suites blending spectacular views of the waterfront and grandeur of the 17th century Indo- Portuguese palace. At the Grand Hyatt Goa, you will experience the warmth and hospitality of traditional Goa while you enjoy the fashionable nightlife lounges and savour fine delicacies at the renowned restaurant.

Room Type Sort by Price (low to high) ▾

Pool View
The published rate applies to a double bedroom in single occupancy.
The supplement in double or twin occupancy is an additional Rs.600 per night.

average nightly rate **Rs.16,500.00**

[Book Now](#)

8. Please check your dates and **Select your Room Occupancy**.

You can also;

- Request an early check-in
- Request an extension to the check in or check out date (if your preferred check in or check out date is not listed).
- Add special requirements

EVENT INFORMATION

2017 INDIA Symposium/ITxpo
Goa, India
Hyatt Goa
13 - 16 November, 2017

HOTEL SUPPORT

Support Phone Number
+91 80 2222 2079

Lines Open:
24 Hrs/Day

GartnerGlobalEvents@gartner.com

Finalize Your Reservation and Enter Your Payment Info

Please review your room choice and provide a credit card to hold the room. Your credit card will not be charged at this time.

* required fields

Current Hotel Reservations

Hotel Name	Room Type	Hotel Dates
Grand Hyatt Goa	Pool View	Sun, Nov 12 Rs.16,500.00
		Mon, Nov 13 Rs.16,500.00
		Tue, Nov 14 Rs.16,500.00
		Total price: Rs.49,500.00

Cancellation Policy: By making your hotel reservation through Gartner India Events Registration you expressly agree that after close of business (17:00 hrs IST) on Monday 23 October 2017, your credit card will be charged for the full reservation with no refund in the event of cancellation or partial reduction of stay. Please note that this transaction may take 5-7 business days to appear on your statement.

Hotel Information

Room Occupancy Single - As per published rate

Hotel Check in is 3:00 pm. Do you require an early check in? No Early Check-in Required

EXTENSION REQUEST - If you have NOT been able to select the arrival date or departure date you need, please add your requested arrival and/or departure date. You will be contacted as soon as possible to advise on this request.

SPECIAL REQUIREMENTS: Please use the text box to request any special requirements related to your reservation. Please note, these requests are dealt with directly by the hotel and can therefore not be guaranteed by Gartner.

9. Please read and agree to the Cancellation Policy, reservations cannot be completed until you have agreed to the cancellation terms.

CANCELLATION POLICY - By making your hotel reservation through Gartner APAC Events Registration you expressly agree that after close of business (17:00 hrs IST) on Monday 23 October 2017, your credit card will be charged for the full reservation with no refund in the event of cancellation or partial reduction of stay. Please note that this transaction may take 5-7 business days to appear on your statement.

Cancellation Policy * I agree to the terms of the
Gartner India Symposium/ITxpo
2017 Hotel Cancellation Policy.

Payment Method: Credit cards are mandatory to submit your reservation. You can change your credit card details online before **Monday 23 October 2017 at 5pm IST.**

10. Once the cancellation terms are read and accepted you can enter credit card information to guarantee the reservation.

Payment Method: Credit cards are mandatory to submit your reservation. You can change your credit card details online before **Monday 23 October 2017 at 5pm IST.**

Credit Card Information

Cardholder Name *

Credit Card *

Credit Card Number *

Expiration Date * 01 2017
Format: mm/yy

11. Enter your credit card details to submit your booking. These details will be securely communicated to the hotel and will be charged for the duration of your stay from Monday 23 October 2017 at 5pm IST.
12. Once all required fields (denoted by *) are completed, please select “**Process Hotel Reservation**” to complete the booking.

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13. Once the reservation is submitted, it will be instantly confirmed on the screen and confirmation will be sent via email. Your Hotel Confirmation email will include all reservation details as well as information on how to amend/change, update credit card details or cancel your current reservation will be sent to the email address used for the registration.
14. Should you wish to change your reservation straight away, you can also click on “**Return to my Registration**” and edit/change/amend any details of your reservation.

If you need to change the reservation for any reason prior to Monday 23 October 2017 at 5pm IST you may do so by logging back into your Gartner.com account or by contacting the

Gartner Housing team:

Tel. +91 80 2222 2079 / Email GlobalGartnerEvents@gartner.com

Customer Service Times: 24 hour/day