Guide to Booking Your Hotel Accommodations

STEP 1

Sign into your registration profile.

*Please note: You must be registered for the conference to make a hotel reservation.*

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**STEP 2**

If you haven’t completed your profile, you may be asked to answer a few brief questions before you reach the “My Account” page and can make your hotel reservation.

*Please note: You will be brought directly to your “My Account” page if your profile has already been completed.*
STEP 3
On the “My Account” page, select “Book Hotel.”

STEP 4
Select your check-in and check-out dates and click “Search.” If you require a guaranteed early check-in, you’ll need to book the night prior to your arrival and inform the hotel of your check-in date and time in the “Special Request” section on the “Complete your Booking” page.

Please note: Hotel codes are not required to reserve a room, however if you have been provided a code please include it here and click “Search.”
STEP 5

Once you have entered your dates, a listing of all available hotels will display on the next screen. To see more information about a specific property or to make your selection click “Select Hotel.”

Please note: The rate displayed on this page will be the lowest available rate at each property. To see all available rates at a property, select the “Rooms” tab.

STEP 6

Select the “Hotel Overview” tab to view additional information and details about the hotel. If you would like to move forward with the reservation, click “Add to Booking” to review the reservation details.
STEP 7

Select “Continue” once you have reviewed the reservation details to confirm they are correct.

STEP 8

Your contact information will auto populate based on the information in your Gartner.com account profile. You can include an additional email address here to receive a copy of your confirmation emails. You can also note your estimated time of arrival. While this doesn’t guarantee early check-in with the hotel, unless you booked the night prior (in that case be sure to note your check-in date and time in the "Special Request" section on the "Complete your Booking" page), it will be communicated to them.

When all the fields have been completed select “Review.”
STEP 9

Review the reservation details and check the box confirming that you have read and accept the terms of the Rooms Reservation Agreement. Click “Checkout.” Once the reservation is submitted a confirmation will be sent via email. This email will outline the complete reservation details as well as the cancellation policy.

STEP 10

Your hotel reservation is now complete, and you will see a full summary of your reservation.

Please note: If you need to cancel or change your reservation you can either sign into your registration profile or click on the “Request for Change” icon found at the bottom of your email confirmation (as seen below). You can also email Gartner Conferences team for assistance.