



Atlas Workshop at the Berkeley Lab

Room block is May 29, 30, and 31, 2013

PROCEDURE FOR ON LINE GROUP RESERVATIONS

Room block is standard two twin beds - \$99 single/\$109 double occupancy; Large two queen beds - \$109/\$119, Studio Suite with one Queen bed - \$129/\$139.

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.

- Go to berkeleylabguesthouse.berkeley.edu. Click on the “RESERVATIONS” tab.
- Click on the radio button “I have a group booking code.”
- Enter the Group Booking Code **B01Q13** 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.
- 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 and a follow up phone call for a credit card number to hold the room and your country of birth and citizenship for Site Access.
- If you have any trouble booking the room, please email jenzerfas@berkeley.edu or phone (510) 495-8138 directly to request your room. Any booking requests that go past the dates above or are booked after 2 weeks prior to arrival will receive a message that rooms are unavailable.

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