



ATLAS Team Meeting

Room Block: November 8 – 14, 2015

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 ATLAS Team Technical Interchange Meeting 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 **B02K15** 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. Our room rate is currently \$124 per night for standard queen or double twin rooms. Tax, parking, wifi and weekday shuttle pass are included in the rate. Please note that rates may change after October 1, 2016 to align with the new Federal Government per diem.
- 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, please email jen@berkeleylabguesthouse.org for assistance. Please note that rooms will be released on October 25th, 2015 if any remain on the room block. We look forward to your stay with us.**

1 Cyclotron Road, Building 23
Berkeley, CA 94720
(510) 495-8000

reservation@berkeleylabguesthouse.org