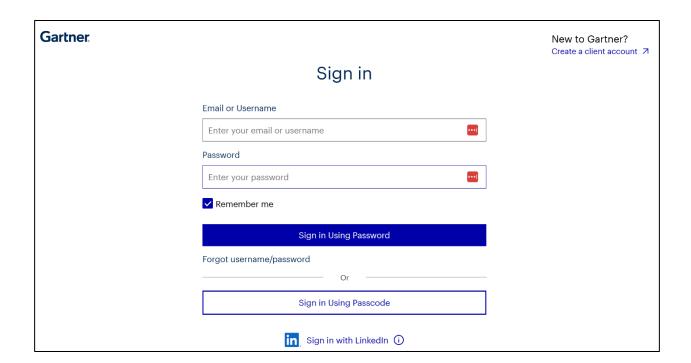


Gartner Hotel Reservation Booking Guide

STEP 1

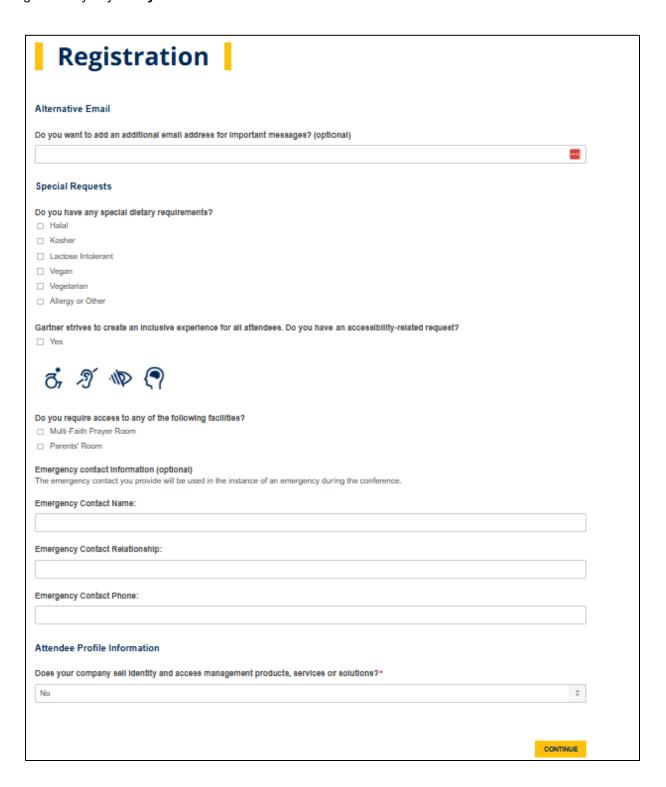
Sign into your registration profile. Please note, you must be registered for the conference to make a hotel reservation.



Gartner.

STEP 2

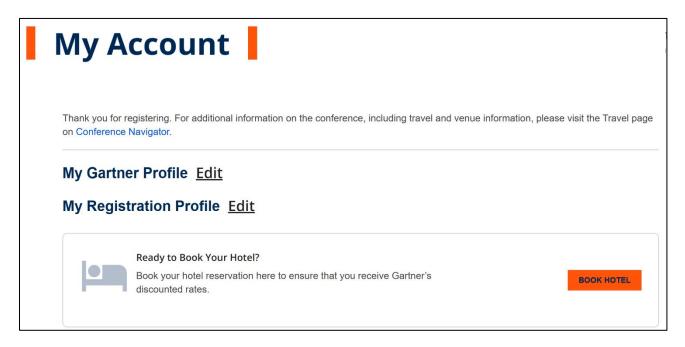
If you haven't completed your profile, you may be asked to answer a few brief questions before you reach the **My Account** page and can make your hotel reservation. If you have completed all the profile questions, you will be brought directly to your **My Account**.



Gartner

STEP 3

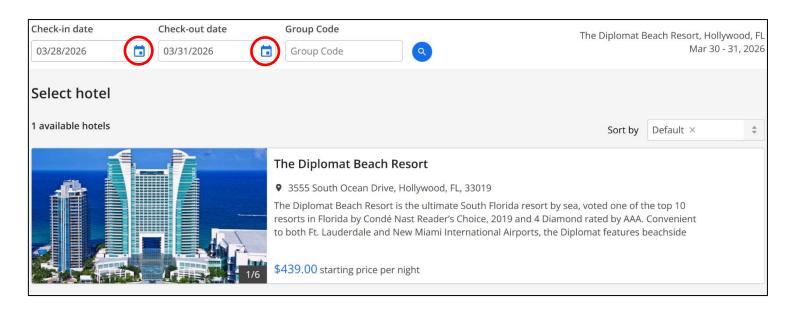
On the **My Account** page, select **Book Hotel**.



STEP 4

On the top left corner of the screen, select your check-in and check-out dates. You can adjust the dates by clicking on the blue calendar icons. Once you have selected your dates, a list of all available hotels will be displayed. Click on the hotel you are interested in to find more information about the specific property or to make your reservation.

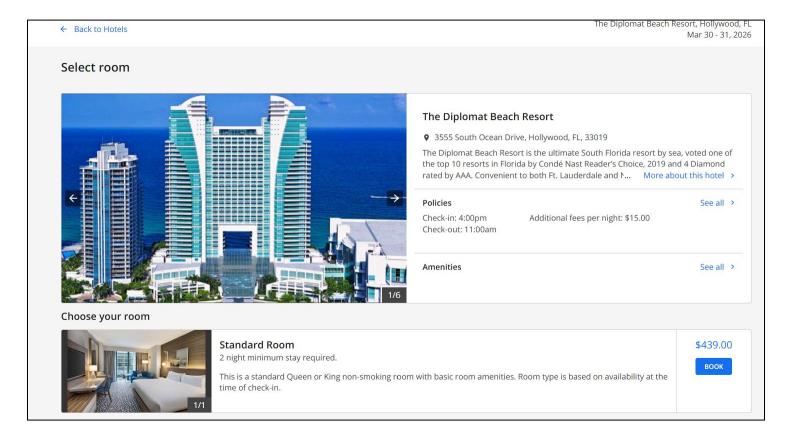
Please note: Hotel group codes are not required to reserve a room, however if you have been provided with a code, please enter it here.



Gartner.

STEP 5

After reviewing the hotel information, simply click on **Book** next to your desired room type to move forward with making the reservation.



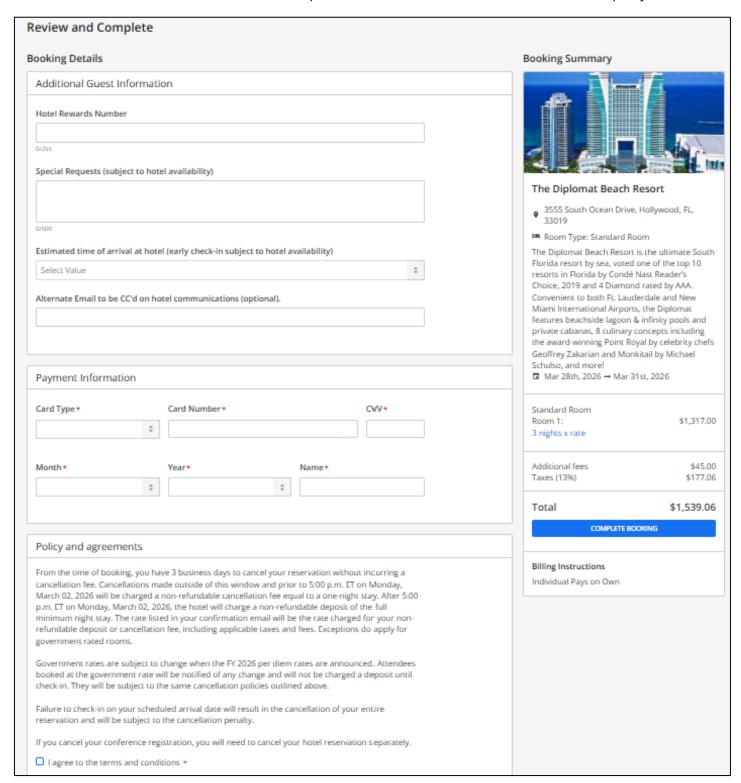


STEP 6

Your contact information will auto populate based on the information in your <u>gartner.com</u> account profile. In the payment section you will need to enter your credit card details. You can also note your estimated time of arrival and any special requests. Special requests are based on availability, and the hotel will do their best to meet your needs.

When all the fields have been completed, review the reservation details, and check the box confirming that you have read and accept the terms of the Terms & Conditions.

Click **Complete Booking** to confirm your hotel reservation. 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.





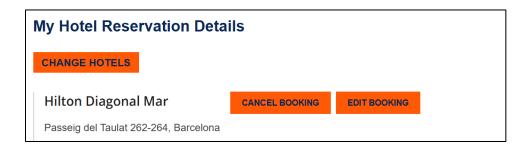
Modifying or Canceling Your Hotel Reservation

If you need to change or cancel your hotel reservation <u>prior to the deadline</u>, log in to your registration profile. You can easily access your registration profile via the link provided in your confirmation email.

To cancel your reservation, select **Cancel Booking** and your reservation will be cancelled, and you will receive an email confirmation.

If you need to adjust the dates or billing details on an existing reservation, select Edit Booking.

If you have a reservation but would like to look at availability at other hotels, select **Change Hotels**. If you select to change properties, the original reservation will be automatically cancelled, and you'll be issued a new confirmation email.



If you need to change or cancel your hotel reservation after the cutoff, you'll need to contact the hotel directly.