

 **Host Hotel Booking Link:**

<https://groups.reservetravel.com/group.aspx?id=92704>

Steps to Get Booked:

1. Enter your **check-in and check-out dates**, along with the number of rooms needed.
(You may ignore the adults/children fields.)
2. Click “**Check Rates.**”
3. Scroll down to locate the **host hotel** for this portion of the trip.
4. Click “**View Rates.**”
5. Select “**Book Room.**”
6. Complete the required fields and click “**Confirm Reservation.**”
7. You will receive an email containing your block booking details and confirmation link.
8. You will initially receive an **ARN confirmation number.**
 - Please note: This number will not be recognized by the hotel front desk immediately after booking.
 - The hotel will issue your official hotel confirmation number no later than **30 days prior to check-in.**

If you experience any issues or have questions during the booking process, please contact us:

 bgessner@helmsbriscoe.com

 614-519-7458

We look forward to seeing you at the conference!