Click on the link provided to you in shortcut. Example: TEST Link.

New page will open in your default internet browser:

In case your stay preferences (dates of stay, Nr. of rooms, Nr. of guests) do not match the default data, click the "Change Search" button.

Then you can amend the details
- Check-in and check-out date
- Nr. of guests and Nr. of rooms
- Do NOT add "Corporate ID"
- Do NOT change the "Rate preference" field
- Do NOT change the "Group Code" field as is entered automatically. (*When you do not see a code inserted try to use the link through other internet browser.*)

Then click "Search" button.

(In case you cannot proceed to next step or following error message appears,

most probably you entered incorrect dates of stay or the rooms are not available in selected dates anymore. In both cases please contact the organizer or the hotel directly.)

Then you see the next page with available room types and rates.

Click on the price next to room type you chose.
Next page will open:

Click once again on the price to proceed with booking.
Fill in all required contact details and also credit card details.

Booking is finalized by clicking on "BOOK RESERVATION" button.
Booking confirmation will be sent to you automatically to e-mail address provided.
(In case you don´t receive it please contact the organizer or hotel directly to double check the status of your reservation.)