



1-9 Rooms Hotel Reservation Portal Instructions

Reserving 1-9 Rooms

1. From the BIO International Convention Housing Dashboard select “1-9 Rooms”



How many rooms do you need to reserve?



2. Once you land on the Room Search page, please provide your arrival/departure dates as well as the number of rooms and number of guests per room that are needed. Then click ‘Refresh Results’ to view your hotel options.

Room Search

Confirm your arrival and departure dates, number of rooms, and number of guests then click **Refresh Results**.

After you've chosen a hotel, click **View Rooms** to view available rooms.

▼ Search Hotels 🔍 Edit Search

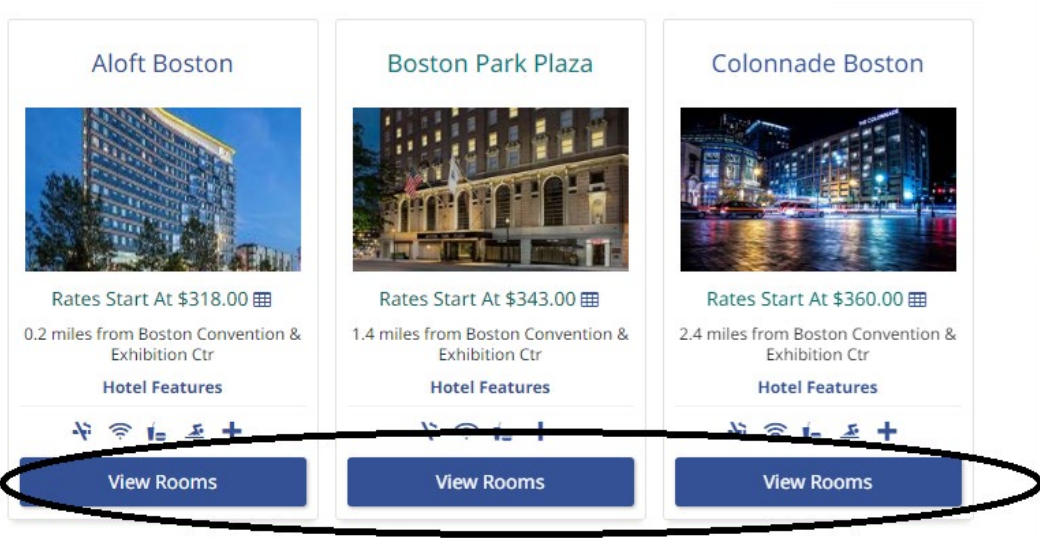
Arrival: 2023-06-04 📅 Rooms: 1 ⊖ ⊕ Guests/Room: 1 ⊖ ⊕

Departure: 2023-06-08 📅

🔍 Refresh Results ⌵ Filter Results



3. Click **'View Rooms'** for further information/amenities on the available hotels



4. Once you land on the Room Choice page, you may review hotel specific amenities and information. Click **'Reserve'** to proceed with booking room(s) at this hotel.

Room Choice

Aloft Boston

Hotel Location
401-403 D Street
Boston, MA 02210
Distance from Boston Convention & Exhibition Ctr: 0.2 miles

Hotel Features

Favorite ★

Map
 Cancellation
 Reserve Room
 Description
 Photos
 Amenities
 Accessibility

The rates indicated below are based on **Single** occupancy. Additional occupants may incur additional fees.

NOTE: If a room type below is showing as waitlisted, click on the yellow "Waitlisted" button to view what night(s) will be waitlisted. **Any night not listed under Waitlisted are confirmed.** If you select a waitlisted room type, we will make every effort to fulfill the request and confirm your reservation as soon as possible. If your room is waitlisted, you will not receive an email confirmation until the waitlisted nights are confirmed.

Standard Room Max Guests - 4			▼ AVAILABLE
<small>Guarantee</small> 	<small>Nightly</small> \$318.00 ▼	<small>Total</small> \$1,481.24 ▼	Reserve



5. You will be prompted to agree to the Hotel Cancellation Policy. Please review and click 'I agree to the cancellation policy.'

A screenshot of a 'Cancellation Policy' dialog box. The title bar says 'Cancellation Policy' with a close button. The main text reads: 'Reservations must be cancelled at least 72 hours prior to your scheduled arrival. If you cancel your reservation later than 72 hours before check-in and/or do not arrive at the hotel on the check-in date selected, you will be subject to two night's room, and tax fees, and your reservation will be cancelled. All reservations are subject to a one night's room and tax deposit, charged by the hotel, on or after May 8, 2023. By agreeing to the cancel policy you acknowledge you have read and agree to the booking terms and conditions which incorporate the cancellation policy. Not agreeing will prevent a reservation from being completed.' At the bottom right, there is a blue button with a checkmark icon and the text 'I agree to the cancellation policy', which is circled in black. Below the dialog box is a navigation bar with icons for 'Map', 'Cancellation', 'Reserve Room', 'Description', 'Photos', 'Amenities', and 'Accessibility'.

6. Once you land on the Room Occupants page, you will need to click 'Add Person'.

Room Occupants

A screenshot of the 'Room Occupants' page for Aloft Boston. The header shows 'Aloft Boston' and the address '401-403 D Street, Boston, MA 02210'. Below that, a dropdown menu is set to 'Standard Room' with a note 'Room requires at least one guest'. There are fields for 'Arrive' (6/4/23) and 'Depart' (6/8/23), along with 'Change Dates' and 'Cancel Room' buttons. A section titled 'Who's in the room? (4 people maximum)' contains a blue button with a plus sign and the text '+ Add Person', which is circled in black. At the bottom, there is a 'Room Requests' section with a note: 'This area is to provide any special requests that you may have. Your requests are not guaranteed, but they will be passed along to the hotel.' Below that is a 'Bedding' section with a button that says 'No Preference >'.



7. Please fill out all required fields (noted by a red asterisk) then click 'Save.'

* indicates required fields.

* First Name	* Last Name
<input type="text" value="Jane"/>	<input type="text" value="Smith"/>
* Address	* Email ⓘ
<input type="text" value="123 Thompson Dr"/>	<input type="text" value="Jane.Smith@gmail.com"/>
Postal Code	City
<input type="text" value="44067"/>	<input type="text" value="Northfield"/>
State/Province	* Country
<input type="button" value="Ohio >"/>	<input type="button" value="United States >"/>
Phone Number	
<input type="text" value="4522278321"/>	
Rewards Program #	
<input type="text"/>	

Choose a password so that you can return to edit or review.

* Password

Show Password

* I agree to the [Terms of Use](#).



8. You may now add additional occupants to this room using the 'Add Person' button or add a bedding preference/room request if needed. Once finished, click 'Next'.

Room Occupants

Aloft Boston
401-403 D Street
Boston, MA 02210

▼ **Standard Room**
Jane Smith

Arrive **6/4/23** Depart **6/8/23** [Change Dates](#) [Cancel Room](#)

Who's in the room? (4 people maximum)

Room Requests
This area is to provide any special requests that you may have. Your requests are not guaranteed, but they will be passed along to the hotel.

Bedding

Additional Room Requests:

Characters remaining: 255



9. You will land on the Review and Check Out page. Please review all information. You may also click the '**Add Another Room**' on this page if needed. This will take you back to the Room Search page.

If all rooms have been booked and you are ready to add a credit card to guarantee your room(s) please click '**Guarantee Now**'. This will take you to the Securemit Portal to add your credit card information.

Review and Check Out

[Dashboard](#)

If you are booking a reservation for more than one person and want to see each individual's cart, please click the name in the top right corner and Group Summary. Then select the individual you wish to view.

Jane Smith's Cart	
In Progress Reservations	
Aloft Boston Jane Smith (Jun 4, 2023 - Jun 8, 2023) Standard Room	CCG Required
Confirm Room(s)	CCG

2023 BIO International Convention is coming soon!
Reserve your room today.

146: 9 :12: 2
days hours min sec

[Add Another Room](#)

Payment



Selecting "Guarantee Now" below will redirect you to our SecuRemit Payment site where you may enter your credit card information. Completing this process will return you to this website.

By continuing forward, I authorize BIO to to guarantee my hotel reservation using the credit card provided.

Please note - By confirming your hotel reservation, you are subject to 1 night's room and tax deposit taken on the credit card used to guarantee your reservation, on or after May 8, 2023.

SSL Certificate

[← Back](#) [Guarantee Now →](#)



10. Once all credit card information is submitted, your reservation(s) is complete and you will land on the Confirmation page. From here, you may review your confirmation email and forward to additional email addresses. You may now Sign Out or exit the page.

