

## ***Instructions for Booking Online Reservations***

There is a block of rooms reserved for the **REFCOMM** at \$155 plus tax 15% tax for May 4-16, 2018. **In order to get the special rate reservations must be made before \*April 13, 2018 cutoff date using the special group ID: REFCOMMAY2018.**

### ***The Group ID: REFCOMMAY2018***

1- Go to the Moody Gardens Hotel website: [www.moodygardenshotel.com](http://www.moodygardenshotel.com)

2- Just above the flashing banner is a box that says ***Check Rates & Availability***. Type in the check-in date and fill in the number of ***Adults*** and ***Nights*** in the boxes below. Then type the group code in the ***Group Code*** box.

3- The next page that comes up is the Group Reservations page. Please select your ***room type*** and ***add*** to your cart.

4- You can now ***CHECK OUT*** the reservations that are reserved in your cart. Please ***REVIEW*** the cancelation policies located at the bottom of the page and ***AGREE*** to the terms and conditions to check out.

5- Enter your ***GUEST INFORMATION*** and select ***RESERVE*** on the right hand side of the page.

6- Your reservations have been made and your ***CONFIRMATION NUMBER*** is displayed. Please ***PRINT*** or ***KEEP*** the confirmation number for your records.

We look forward to your upcoming stay!

**\*Make reservations early, group rate rooms may sell out before cut-off date.**

**Should you have any questions while making the online reservation, you are welcome to call 1-888-388-8484 for assistance.**