

ACCOMMODATION

Please note the hotel booking terms and conditions when securing your accommodation.

- The available rooms and prices for each property are based on room blocks that the BIC has secured at special group rates. Once these room blocks are sold, rooms and prices will be subject to the best available rate of the day. This means, the sooner you book, the cheaper your accommodation.
- To take advantage of these special rates, all reservations must be made through the Accommodation Link online booking system.
- You will need to provide an email, password and a credit card to hold and process the booking.
- Each hotel will have their own policy relating to credit card payments, these may vary from 30 days prior, 7 days prior or upon arrival. If your preference is to pay via EFT, email registrations@accommodationlink.com.au who can provide you with a tax invoice.
- Strict cancellation fees (100% of booking) may apply if cancelling your booking within 30 days of arrival.
- If you are extending your stay in Canberra pre or post Summit dates, please note that our room blocks have limited availability on those nights.

If you have difficulty processing your accommodation for dates PRIOR Tuesday, 21 March 2023 or dates AFTER Wednesday 22 March 2023, this is likely due to rooms not being available within our special group block. Please send an email to registrations@accommodationlink.com.au with your accommodation preferences and their dedicated team of accommodation specialists will assist with your enquiry.

- If you have a large group of delegates to book for accommodation, please see below for detailed instructions.
- If you run into trouble, please reach out to our accommodation specialists by emailing registrations@accommodationlink.com.au or by calling 02 4201 0447. Please mention “2023 Bus Industry Summit” and they will know how to best help you.

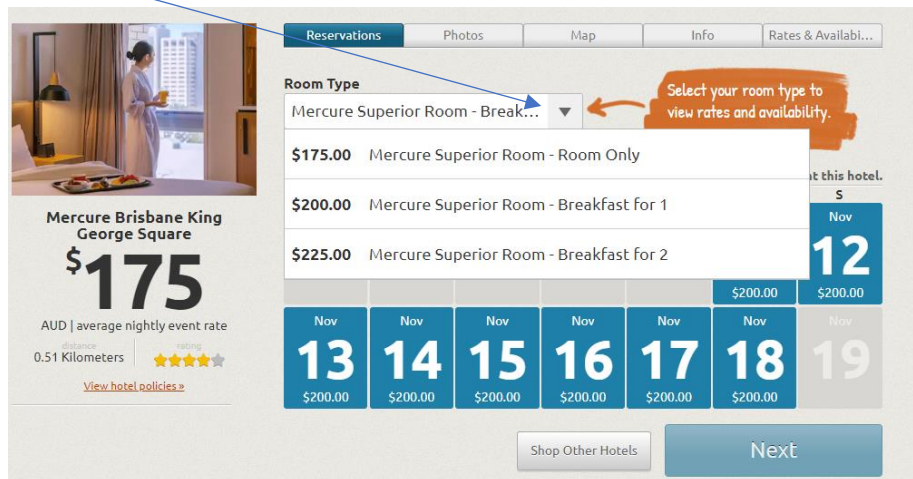
BOOKING INSTRUCTIONS

1. Click on your preferred hotel

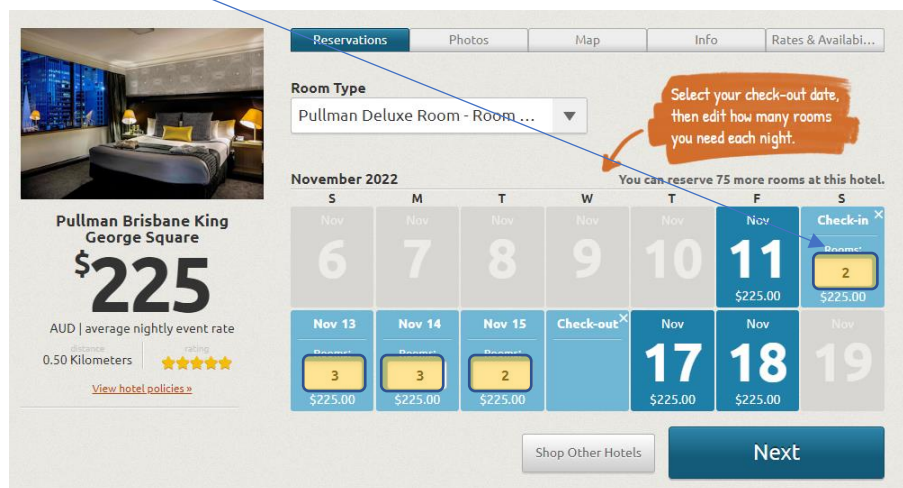
The screenshot displays the Accommodation Link website interface for the 'Moving People 2022 Conference' held from November 13-16, 2022, at Sofitel Brisbane Central in Brisbane, Australia. The page features a search bar with 'Check-In' and 'Check-Out' fields, a 'Sort by Distance' dropdown, and a 'Number of Rooms' slider. A sidebar on the left lists amenities such as Breakfast, Wireless Internet, Restaurant, Pool, Fitness Center, Business Center, Spa, and Shuttle Service, along with a star rating filter. The main content area shows three hotel cards: Sofitel Brisbane Central (\$230/night, up to 100 rooms available, 0.0 Kilometers), Pullman Brisbane King George Square (\$225/night, up to 75 rooms available, 0.5 Kilometers), and Mercure Brisbane King George Square (\$175/night, up to 75 rooms available, 0.5 Kilometers). A 'Book Here' button is visible on the right side of the page.

NEED HELP? Email the dedicated accommodation specialist at registrations@accommodationlink.com.au or call directly on 02 4201 0447

- Select your preferred room type from the drop-down menu.



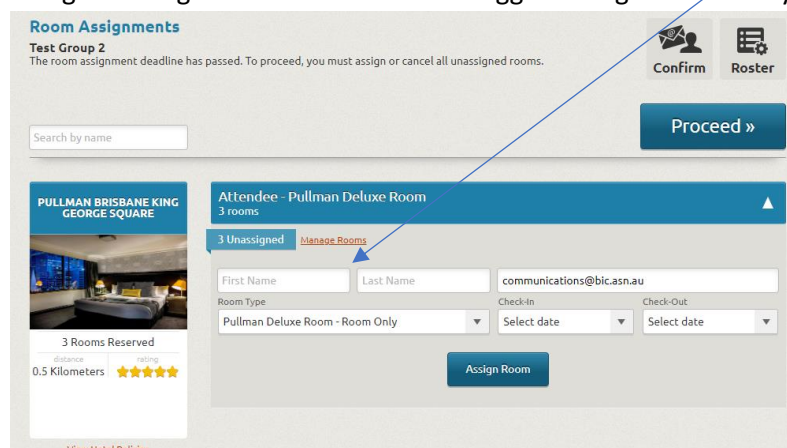
- Enter the number of rooms required for each night. You can book as many rooms as you like, BUT only for **ONE ROOM TYPE** at a time and click the blue "Next" button.



NOTE: You need to complete your first booking before you can book additional rooms for a second room type OR with another ACCOR hotel.

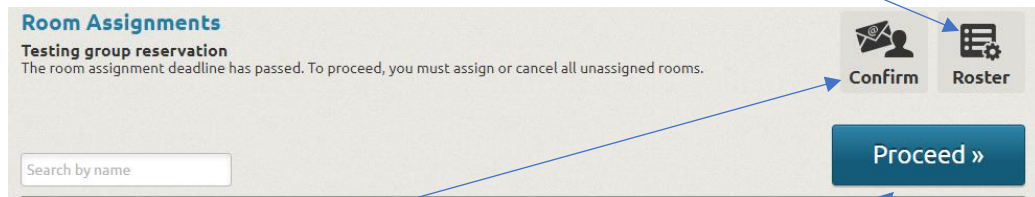
- ROOM ASSIGNMENTS:** For booking of a small number of rooms we recommend filling out first/last names for each room and select the date(s). Once completed, click the blue Assign Room button. After assigning all rooms, go to steps 6 and 7.

For group bookings of a large number of rooms we suggest using the Roster System (Go to step 5).



5. **DOWNLOAD ROSTER (excel spreadsheet):** You can enter TBA in the first and last name fields of the spreadsheet if you don't know the final names.

After saving the excel spreadsheet, you can upload it using the roster function. Your group booking will be automatically updated.



6. Use the confirm function to send a confirmation each of your guests.
7. Select the blue Proceed button to return to your bookings home page.

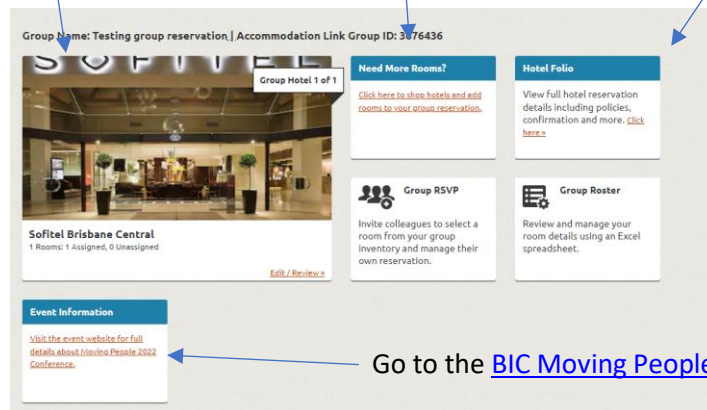
NOTE: All names will need to be provided 7 days prior to arrival.

YOUR BOOKINGS/ACCOUNT HOME PAGE

List of hotels and number of rooms booked.

Book more rooms at any hotel for any room type.

Check hotel (ACCOR Properties) policies.
30 Day Cancellation (100% of booking)



Go to the [BIC Moving People Conference home page](#).