

**PARENTS/ATTENDEES RESERVATION – MID ATLANTIC  
REGIONAL OIREACHTAS  
NOVEMBER 24<sup>TH</sup> – NOVEMBER 26<sup>TH</sup>, 2017**



- All reservations this year will be booked via a reservation web site. Phone calls/faxes/ will not be accepted. The web site will open for the Philadelphia Downtown Marriott and the Philadelphia Downtown Courtyard for parents/attendees on **September 13<sup>th</sup> at 10am.**
- PLEASE DO NOT EMAIL your reservation to the chair people!
- You will immediately receive an acknowledgement number and your bed type will immediately be confirmed at the time of booking.
- All available inventories will be loaded in to the system so please book carefully. Once the rooms are no longer available please do not call the hotel directly. Please note: you have up to 5 minutes to checkout with payment and reserve your room before passkey expires and you have to start over.

**A. HOTEL INFORMATION**

**a. MARRIOTT**

- Main Hotel:** The rates for 2017 at the Marriott are **\$141** for a King Bedded room, **\$161** for 2 Double beds.
- Tower:** In order to accommodate those guests who would like to be in the TOWER section of the building at the Philadelphia Downtown Marriott, we have created a special room type for rooms in this building. These rooms will be sold at a premium if you should book one of these rooms you will be guaranteed to be in the tower. The rates for rooms in the TOWER are **\$163** for a king size bed and **\$191** for 2 Double beds.
- Suites:** Suites will not be available in 2017.

**b. MARRIOTT COURTYARD**

- The rates for the Courtyard are as follows – 1 King Bed **\$140** – 2 Double Beds **\$147**
- The Courtyard is also offering a premium room type. The upgraded room type available is the Executive King Studios. The Executive King Studio is one large room with a King bed and a separate seating area that includes a queen sleeper sofa, refrigerator & 42” LCD TV. The rate will be **\$179** for Executive King Studios.

**c. RESIDENCE INN by MARRIOTT**

- The rates for the Residence Inn are as follows – Studio **\$189** – Studio Double **\$199**

## B. BOOKING ONLINE - STEPS

- a. Please copy and paste this link into your web browser:  
<https://aws.passkey.com/go/2017OireachtasParentsAttendees>
- b. Enter your arrival and departure dates
- c. Select the number of rooms you would like (up to 2 rooms may be booked at one time).
- d. Select the number of **ADULTS** (don't include children) per room (*please note when booking king rooms the max is 2 people, if you enter "4" people, you will not be given the option of a king room, only a double if available. If doubles are sold out, you will not be given any hotel options if you had entered a 4 or 5. You have to enter "2" people to be given the king room options. If you enter "5" adults in the system you will only be given the option of the Marriott Courtyard or the Tower.*)
- e. Click FIND
- f. You will then select Hotel you would like to book – Either Philadelphia Downtown Marriott or the Philadelphia Downtown Courtyard
- g. Once you hover over the hotel name the SELECT button appears
- h. CLICK SELECT on your desired property.
- i. You will then be presented with the available room types. – Click select on the room type you would like to book. If a room type does not appear this room type is sold out. Select your desired room type.
- j. Click NEXT – At that point you may change room type or click NEXT to continue
- k. You will then be given the option to change your dates and extend your stay- if your dates are correct click NEXT (Note: Once your room is selected you will have 5 minutes to complete the reservation process – your room will be held during this time. Once you have completed your reservation and have selected the FINALIZE BOOKING button you will receive an acknowledgement number.
- l. There is a field where you may note special requests such as, connecting rooms, rollaway beds etc. – Please note that Rollaway- beds are \$20.00 and may *only* be added to rooms with 1 King bed. **Please note as in the past that such requests are based on availability and we will do our very best to accommodate all of the requests.**
- m. Click NEXT to continue to the Payment screen – Please note the credit card provided on this screen should expire after **November 2017** and will be charged for a 2 night deposit on **November 3rd**. Guests staying 1 night will be charged a 1 night deposit. Click NEXT to continue
- n. After this screen you will be taken to the reservation information screen where you will fill in your detailed information. Please enter any special request in the field marked ADDITIONAL REQUESTS.
- o. Click NEXT to continue to the Payment screen – Please note the credit card provided on this screen should expire after **November 2017** and will be charged for a 2 night deposit on **November 3rd**. Guests staying 1 night will be charged a 1 night deposit. Click NEXT to continue
- p. Verify all details of your reservation – review the Policies at the bottom on the page- Click Accept and BOOK to finalize.
- q. You will immediately receive an acknowledgement number and email confirmation.

## **REMINDERS**

- In order to ensure that all attendees are able to book their rooms please only reserve what you need and please avoid duplicate reservations. All bookings will be charged a 2-night deposit. Guest staying 1-night will be charged a 1-night deposit.
- All deposit will be charged on **November 3rd**.
- After **November 3rd**, this deposit is non-refundable

**This link will open at exactly 10am on September 13<sup>th</sup>**

**If you have any issues with your booking, please email  
midatlanticoireachtas@gmail.com**

**HAPPY BOOKING**