# ANNUAL CONFERENCE + EXPO

**Exhibitor Room Block and Reservation Management Guide** 

## **AMPP HOUSING CENTER**



### **General Contact Information:**

Email: <u>AMPPHousing@spargoinc.com</u>

**Phone:** 571-549-4542 | 866-470-7778

Fax: 703-631-2971

## Amanda H. Tokarski - Housing Manager

<u>Amanda.Tokarski@spargoinc.com</u> |703-592-4401

Exhibitor Room Block Management Hotel Changes and/or Cancellations Exhibitor Hotel Reservation Inquiries On-Site Room Block Management

## IMPORTANT HOUSING DEADLINES

#### February 10, 2023

Reservation information, including but not limited to names, arrival/departure dates and a credit card to guarantee the reservation(s), must be entered via the online exhibitor housing management website by 5:00 p.m. Eastern time on Friday, February 10, 2023. Any rooms not reserved and guaranteed by a credit card by this date will be released.

This is the last day to make changes to your room block, i.e., increase/decrease number of rooms in block, change hotels or cancel your room block in its entirety. Written notification of requested changes must be received by the AMPP Housing Center by 5:00 p.m. Eastern time on February 10, 2023. Written notifications can be sent via email to <u>AMPPHousing@spargoinc.com</u> or to AMPP Housing Center, 11208 Waples Mill Road, Ste. 112, Fairfax, VA 22030.

#### February 23, 2023

This is the last day to make changes to existing reservations in your room block via the AMPP Housing Center. Changes must be made online by 5:00 p.m. Eastern time on Thursday, February 23, 2023.

#### March 1, 2023

Beginning Wednesday, March 1, 2023, you must contact your assigned hotel(s) directly to make any changes to reservations in your room block.



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# **LOGGING INTO THE WEBSITE**

- To log in, please use your main contact's email address and the assigned Contact ID found on the right side of the AMPP Annual Conference + Expo 2023 Exhibitor Housing Block Confirmation email.
- If exhibitor does not have this information, email <u>AMPPHousing@spargoinc.com</u> for assistance.

#### To manage your reservations online:

Online reservation management Email: amanda.tokarski@spargoinc.com ContactID:

## MAIN MENU



## **Book Hotel Reservation**



## Edit or Cancel Existing Reservations



Email, Download, or Print a Room Block Summary

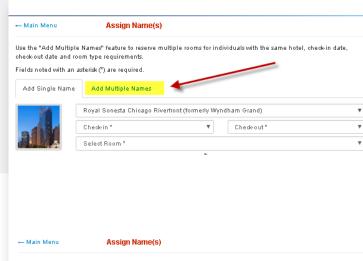


View Invoice of Total Room Block

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# HOW TO MAKE A HOTEL RESERVATION

- Begin to make a reservation by clicking on "Assign Names" by the desired hotel.
- To add a single reservation, please select the desired dates and room type.
- Enter in any additional guest information. Once complete, click **"Reserve This Room**" to confirm the reservation



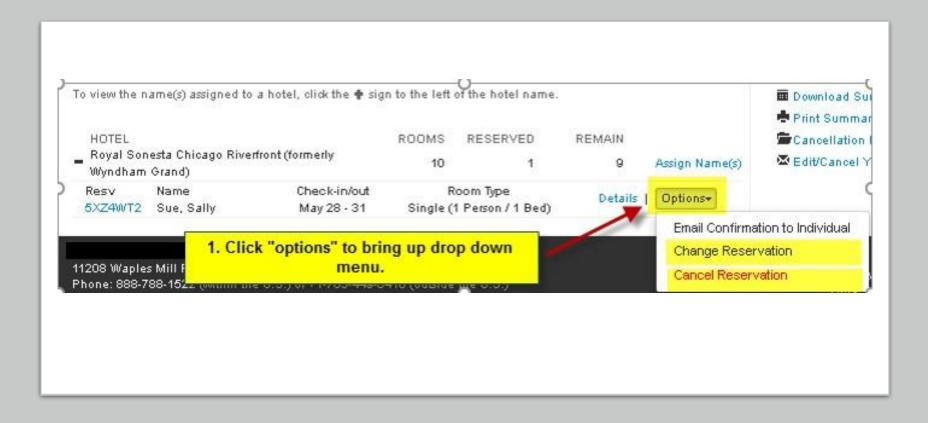
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# HOW TO MAKE MULTIPLE HOTEL RESERVATIONS AT ONCE

- You will have the option to book multiple rooms at the same time. Click on "Add Multiple Names" to access this feature. All rooms must have the same check in and check out dates as well as room type.
- Proceed by entering in the names for each reservation.
- Once complete, click **"Reserve these Rooms"** at the bottom of the page to confirm the reservations

## EDIT OR CANCEL A HOTEL RESERVATION

- To view a list of booked hotel reservations, click on the "+" sign next to the hotel name of the reservation you would like to change.
- Click on the "Options" link, then select "Change Reservation" or of the reservation you would like to revise.



## **ROOM BLOCK SUMMARY AND ROOMING LISTS**

• Once your reservations have been made, you will have the option to print, download, or email yourself the rooming list.



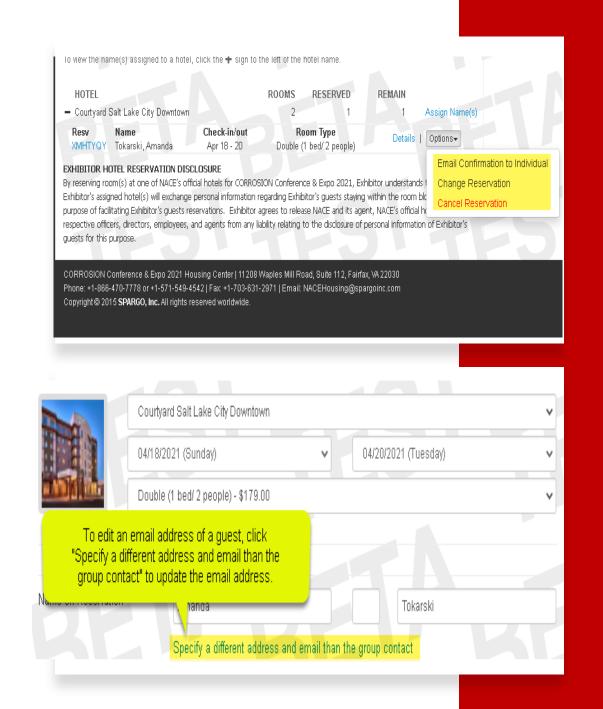
## INDIVIDUAL HOTEL CONFIRMATIONS

You will also have the option to email your guests their hotel confirmation.

As you are making each hotel reservation, you can edit the email address of each guest by selecting "Specify a different address and email other than the group contact" button located on each individual hotel reservation page.

The contact details of the block will appear for you to edit.

After updating the contact details, please click on **"Email Confirmation to Individual"** button located on the Main Menu.



## INVOICES

- Please click on "Payment Information/Invoice" on the Main Menu to review payment instructions
- Click "View Invoice" and download an invoice.
- You will be able to download the invoice in your preferred media and make the appropriate adjustments to the billing contact as needed.

		Payment Information/Invoice
		Email Room Block Summary Download Summary
tel name.		Cancellation Policy
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