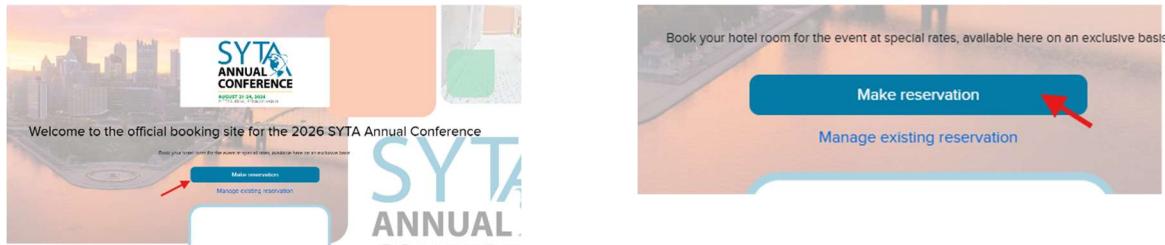


# How To Book a Reservation: Step-by-Step Guide

## Step 1 – Click “Make Reservation” on the housing splash page



## Step 2 – Enter your check in & out dates, and the number of rooms you need (up to 3), enter the number of guests in each room, then click “Search”

- Be sure to enter the number of rooms you need
- Please note that there may be additional fees for triple/quad occupancy; we suggest you enter the number of guests anticipated for each room, even if you do not know who they are yet. Individual names will need to be provided no later than June 1, 2026.

## Step 3: Select your hotel from the list

- You can utilize the sorting options and filters, as well as view all hotels, regardless of availability
- *Please note distance on the website is based on the main entrance of the convention center. Actual distance may be less.*

## Step 4: Select specific room types for your hotel

- Some hotels may have more than 1 room type (i.e. 1 king or 2 doubles).
- Please indicate the number of each room type you need, then click “SELECT” for that room type.
  - Once the number of rooms needed have been added (they will show in the right column), click “NEXT”

Rooms available

Deluxe One Bed

2 View room details >

Stay dates 08/21/2026 - 08/25/2026

Average nightly rate 224.00 USD

+Taxes & Fees

View rate details

Rooms 2

Guests 1

Select

Rooms available

Deluxe Room - 2 Double Beds

4 View room details >

Stay dates 08/21/2026 - 08/25/2026

Average nightly rate 224.00 USD

+Taxes & Fees

View rate details

Rooms 1

Guests 1

Select

Reservation Summary

Omni William Penn Hotel

Check-in 08/21/2026

Check-out 08/25/2026

Change hotel

**Deluxe Room - 2 Double Beds**

1 Room (1 Guest)

4 Nights (Average 224.00 For 4 Nights) USD 896.00

**Deluxe One Bed**

2 Rooms (2 Guests)

8 Nights (Average 224.00 For 8 Nights) USD 1,792.00

**Subtotal** USD 2,688.00

**ADDITIONAL TAXES**

Tax (14% per night) USD 376.32

**Grand total** USD 3,064.32

Next

## Step 5: Enter your contact information

- If you are booking multiple rooms but do not have the names staying yet, select “Apply same guest to all # rooms” near the top left corner.
  - If you do have the names, please enter them in the space provided
- Enter the required information, including any special request you may have, review the policies, and click “NEXT”

Guest Information

Apply same guest info to all 3 rooms

All Rooms

Max Guests: 4

Adults 1

Rewards Program

Add your hotel's rewards program to get all the benefits of your stay.

Rewards name: Omni Hotels Select Guest

Membership number:

Primary Guest

Arrival Date: 8/21/26

Departure Date: 8/25/26

Prefix (Mr, Ms):

First Name: Ashley

Middle Initial:

Last Name: Test

Suffix (Jr):

Organization: Tester Co.

Position/Title:

Email: ashley@orchidevents

Confirm Email: ashley@orchidevents

Phone Number: 000-000-0000

Primary Guest Personal Address

\*Country: United States of America

Address: 123 Test Street

Mailing Address 2:

\*City: Salt Lake City

\*State: UT

\*Zip: 84101

Add adult

Requests

Accessible room

Special Requests:

Reservation Summary

Check-in: Fri, Aug 21, 2026

Check-out: Tue, Aug 25, 2026

Rooms: 3

Guests per room: 1

Omni William Penn Hotel

Change hotel

**ROOM 1**

Deluxe Room - 2 Double Beds

1 Room, 4 nights USD 896.00

**ROOM 2**

Deluxe One Bed

1 Room, 4 nights USD 896.00

**ROOM 3**

Deluxe One Bed

1 Room, 4 nights USD 896.00

**Subtotal** USD 2,688.00

**ADDITIONAL TAXES**

Tax (14% per night) USD 376.32

**Grand Total** USD 3,064.32

Edit reservation

Next

## Step 6: Credit Card Guarantee Information

- A credit card is required for all bookings. Your credit card **WILL NOT BE CHARGED** during this initial stage and will be held as a GUARANTEE only. Hotels have the right to charge a one night's room and tax deposit on or after July 30, 2026.
- Click "NEXT" to continue

1 Guest Information      2 Payment Information

### Payment Information

Payment Information Hotels may charge a deposit of one night's room and tax per room on or after July 30, 2026. If the card declines, hotels have the right to cancel the entire booking.

**Credit Card Options:** VISA, MasterCard, American Express, Diners Club International, More cards

**Form Fields:**

- \* Credit card number
- \* MM/YY
- \* Cardholder name: Ashley Test
- \* Country/Region: USA
- \* Address 1: 123 Test Street
- Address 2: (empty)
- \* City: Salt Lake City
- \* State/Province: Utah
- \* ZIP/Postal code: 84101
- \* Phone: 000-000-0000

**Reservation Summary:**

Check-In	Fri, Aug 21, 2026
Checkout	Tue, Aug 25, 2026
Rooms	3
Guests per room	1
Omni William Penn Hotel	
<a href="#">Change hotel</a>	
ROOM 1	Deluxe Room - 2 Double Beds 1 adult, 4 nights      USD 896.00
ROOM 2	Deluxe One Bed 1 adult, 4 nights      USD 896.00
ROOM 3	Deluxe One Bed 1 adult, 4 nights      USD 896.00
<a href="#">Change rooms</a>	
Subtotal	USD 2,688.00
ADDITIONAL TAXES	
Tax (14.0% per night)	USD 376.32
Grand Total	USD 3,064.32

[Edit reservation](#) Next ↗

Next

## Step 7: Review and confirm

- Please review the required policies located at the bottom of the page.

**Reservation Policies**

**TAX POLICY**  
Room rates are subject to state and local taxes, currently 14% tax per room per night. Subject to change without notice.  
Hotel will place a temporary hold for \$100 per day on credit card for incidentals at check-in.

**CANCELLATION POLICY**  
Reservations require a valid credit card for guarantee. Cancellations received within 72 hours of arrival date will forfeit deposit of one night's room and tax.  
Please contact the hotel directly for the most up-to-date hotel cancel policy.

**Grand Total** USD 3,064.32

 Need Assistance?

- A summary of the reservations will be located on the right of the page as well as terms and conditions for booking reservations.
- To submit your reservation, you will need to agree to the following:
  - *I have read and accept the reservation policies.*
  - *I understand hotels may charge my card a deposit of one night's room and tax per room on or after July 30, 2026. If my card declines the deposit, the hotel will cancel my reservation entirely.*
  - *I understand and agree to provide individual names for each room no later than June 1, 2026.*
  - *In accordance with GDPR by checking this box you are consenting to our use of the information you are providing us solely for the purpose of making a hotel room reservation.*

- Click "Confirm reservation"

Reservation Summary		Room Total	USD 1,021.44
Check-In	Fri, Aug 21, 2026		
Checkout	Tue, Aug 25, 2026		
ROOM 1			
Deluxe Room - 2 Double Beds	USD 896.00		
1 adult, 4 nights			
Subtotal	USD 896.00		
ADDITIONAL TAXES			
Tax (14% per night)	USD 125.44		
Room Total	USD 1,021.44		
Check-In	Fri, Aug 21, 2026		
Checkout	Tue, Aug 25, 2026		
ROOM 2			
Deluxe One Bed	USD 896.00		
1 adult, 4 nights			
Subtotal	USD 896.00		
ADDITIONAL TAXES			
Tax (14% per night)	USD 125.44		
Room Total	USD 1,021.44		
Check-In	Fri, Aug 21, 2026		
Checkout	Tue, Aug 25, 2026		
ROOM 3			
Deluxe One Bed	USD 896.00		
1 adult, 4 nights			
Subtotal	USD 896.00		
ADDITIONAL TAXES			
Tax (14% per night)	USD 125.44		
Room Total	USD 1,021.44		
Grand Total	USD 3,064.32		
<input type="checkbox"/> * <i>I have read and accept the Reservation Policies</i>			
<input type="checkbox"/> * <i>I understand hotels may charge my card a deposit of one night's room and tax per room on or after July 30, 2026. If my card declines the deposit, the hotel will cancel my reservation entirely.</i>			
<input type="checkbox"/> * <i>I understand and agree to provide individual names for each room no later than June 1, 2026.</i>			
<input type="checkbox"/> * <i>In accordance with GDPR by checking this box you are consenting to our use of the information you are providing us solely for the purpose of making a hotel room reservation.</i>			
<input type="button" value="Confirm reservation"/>			

## Step 8: Confirmation Page

- When your reservation(s) has been submitted, acknowledgement numbers will be given. These numbers are specific to Orchid Events and the booking system they use.
- An email acknowledgement will be sent within an hour of submitting the reservation. If you do not receive it within 24 hours, please search junk mail folder or spam filter for emails from [info@cvent.com](mailto:info@cvent.com). If you still cannot find it, please contact Orchid Events directly at 888-500-0958 / 801-997-6381 or email [help@orchid.events](mailto:help@orchid.events).
- Please do not contact the hotel** – they will not have access to reservations until after July 30, 2026.



### Your reservation is complete!

Thank you for booking!

Omni William Penn Hotel  
OMNI HOTELS & RESORTS  
530 William Penn Place  
Pittsburgh, PA 15219, United States of America

#### ➤ Deluxe One Bed

[Edit](#)

[Cancel](#)

[Add to calendar](#)

Acknowledgment number: Z72Y4NPE  
CHECK-IN      CHECKOUT  
Fri, Aug 21, 2026    Tue, Aug 25, 2026

#### Guests

Ashley Test

#### ➤ Deluxe Room - 2 Double Beds

[Edit](#)

[Cancel](#)

[Add to calendar](#)

Acknowledgment number: BJE152OU  
CHECK-IN      CHECKOUT  
Fri, Aug 21, 2026    Tue, Aug 25, 2026

#### Guests

Ashley Test

#### ➤ Deluxe One Bed

[Edit](#)

[Cancel](#)

[Add to calendar](#)

Acknowledgment number: CW9ZFGMM  
CHECK-IN      CHECKOUT  
Fri, Aug 21, 2026    Tue, Aug 25, 2026

#### Guests

Ashley Test