

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”

A screenshot of the search form. The 'Check-in' date is 'Fri, Aug 21, 2026' and the 'Checkout' date is 'Tue, Aug 25, 2026'. The 'Rooms' dropdown is set to '3' and the 'Guests per room' dropdown is set to '1'. Both dropdowns are circled in red. A red arrow points to the 'Search' button.

- 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.

A screenshot of the hotel selection page for the 2026 SYTA Annual Conference. The page shows a search bar with the same dates and room/guest counts as Step 2. Below the search bar are filters: 'More filters', 'Price', and 'Show available'. A red arrow points to the 'More filters' button. Below the filters is a 'Hotels with availability' filter, also with a red arrow. The main section displays three hotel cards: 'Omni William Penn Hotel', 'The Westin Pittsburgh', and 'Drury Plaza Pittsburgh Downtown'. Each card shows the hotel name, distance to the event, a 'Rooms available' status, a starting price, and a 'Select' button. A red arrow points to the 'Select' button for the Omni William Penn Hotel.

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”

The screenshot displays the room selection interface for the Omni William Penn Hotel. Two room types are available: "Deluxe One Bed" and "Deluxe Room - 2 Double Beds". Both rooms have a stay date of 08/21/2026 - 08/25/2026 and an average nightly rate of 224.00 USD. The "Deluxe One Bed" room has a "Rooms" counter set to 2, and the "Deluxe Room - 2 Double Beds" room has a "Rooms" counter set to 1. Red arrows point to the "Select" buttons for each room. To the right, a "Reservation Summary" shows the total cost of USD 3,064.32, including taxes. A red arrow points to the "Next" button at the bottom right of the summary.

Room Type	Rooms	Guests	Rate
Deluxe One Bed	2	1	224.00 USD
Deluxe Room - 2 Double Beds	1	1	224.00 USD

Reservation Summary	
Omni William Penn Hotel	
Check-in	08/21/2026
Checkout	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

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”

The screenshot shows the "Guest Information" form. At the top left, there is a checkbox labeled "Apply same guest info to all 3 rooms" which is checked. Below this, the "All Rooms" section shows a table with 3 rooms, each with a "Deluxe One Bed" configuration. The "Primary Guest" section contains fields for arrival and departure dates, first and last names, email, and phone number. The "Primary Guest Personal Address" section includes fields for country, address, city, state, and zip code. The "Requests" section has a checkbox for "Accessible room" and a text area for "Special Requests". To the right, a "Reservation Summary" shows the total cost of USD 3,064.32, including taxes. A red arrow points to the "Next" button at the bottom right of the summary.

Guest Information	
<input checked="" type="checkbox"/> 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	
First Name: Ashley	
Last Name: Test	
Email: ashley@orchid.events	
Phone Number: 000-000-0000	
Primary Guest Personal Address	
Country: United States of America	
Address: 123 Test Street	
City: Salt Lake City	
State: UT	
Zip: 84101	
Requests	
<input type="checkbox"/> Accessible room	
Special Requests:	

Reservation Summary	
Check-in: Fri, Aug 21, 2026	
Checkout: Tue, Aug 25, 2026	
Rooms	3
Guests per room	1
Omni William Penn Hotel	
Change hotel	
ROOM 1	
Deluxe One Bed (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
Subtotal	USD 2,688.00
ADDITIONAL TAXES	
Tax (14.0% per night)	USD 376.32
Grand Total	USD 3,064.32

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.

More cards

* Credit card number

* MM/YY

* Cardholder name

Ashley Test

* Country/Region

USA

* Address 1

123 Test Street

Address 2

* City

Salt Lake City

* State/Province

Utah

* ZIP/Postal code

84101

* Phone

000-000-0000

Next

Reservation Summary

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

[Edit reservation](#)

[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

Check-in	Fri, Aug 21, 2026
Checkout	Tue, Aug 25, 2026
ROOM 1	
Deluxe Room - 2 Double Beds 1 adult , 4 nights	USD 896.00
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 1 adult , 4 nights	USD 896.00
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 1 adult , 4 nights	USD 896.00
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

Room Total	USD 1,021.44
Check-In	Fri, Aug 21, 2026
Checkout	Tue, Aug 25, 2026
ROOM 3	
Deluxe One Bed 1 adult , 4 nights	USD 896.00
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

☐ * 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.

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. If you still cannot find it, please contact Orchid Events directly at 888-500-0958 / 801-997-6381 or email 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

530 William Penn Place
Pittsburgh, PA 15219, United States of America

> Deluxe One Bed

Acknowledgment number: Z72Y4NPE

CHECK-IN

CHECKOUT

Fri, Aug 21, 2026

Tue, Aug 25, 2026

Guests

Ashley Test

Edit

Cancel

Add to calendar

> Deluxe Room - 2 Double Beds

Acknowledgment number: BJE152OU

CHECK-IN

CHECKOUT

Fri, Aug 21, 2026

Tue, Aug 25, 2026

Guests

Ashley Test

Edit

Cancel

Add to calendar

> Deluxe One Bed

Acknowledgment number: CW9ZFGMM

CHECK-IN

CHECKOUT

Fri, Aug 21, 2026

Tue, Aug 25, 2026

Guests

Ashley Test

Edit

Cancel

Add to calendar