BIO HOUSING GUIDELINES

BIO is pleased to be partnering with Travel Planners as our official, exclusive housing provider for the BIO International Convention. Your hotel reservations, personal data and privacy are protected and secure. Accommodation requests are processed on a first-come, first-served basis and are based on availability.

Housing opens **October 17, 2012**
Housing closes **March 22, 2013**

SECURING RESERVATIONS

Effective **October 17th**, accommodations can be reserved through the BIO website at [http://convention.bio.org/](http://convention.bio.org/)

- If you are looking to reserve 1 to 9 rooms, please follow the “**Individual Reservations**” process below
- If you are looking to reserve 10 or more rooms, please follow the “**Group Reservations**” process below

INDIVIDUAL RESERVATIONS (9 rooms or less)

Make your reservation online at [http://convention.bio.org/](http://convention.bio.org/) and follow the housing link – reservations are confirmed instantly.

- Travel Planners’ website is secure and protected.
- You can access our exclusive hotel profiles — see descriptions, amenities, photos and maps of every official hotel.
- You’re in control — manage all your reservations online; view, change or cancel at any time.
- Real-time reservations —the information you get online is in real-time 24 hours-a-day, 7-days-a-week.

The following information will be required to secure accommodations:

- Contact information including name, address, company, email, etc.
- Arrival and departure dates
- Select hotel and room type
- Credit Card Information or one (1) night’s room and tax deposit check
- Credit Cards will not be charged when booking reservation. This is only to guarantee the room.
- Hotel cancellation and charging policies vary between 1 to 7 days prior to arrival. This will be clearly stated on your email confirmation.

**Confirmation:** Confirmation for reservations made online is sent immediately. If you do not receive confirmation within three (3) business days, please contact Travel Planners.

**Questions on individual reservations?**

Please contact Travel Planners at:

- Tel.: 866-940-0941 (US/Canada) or 212-532-3895 (International)
  Monday – Friday, 9:00 AM – 7:00 PM ET
- Email: **BIO@tphousing.com**
- Mail: 381 Park Avenue South, New York, NY 10016
GROUP RESERVATIONS (10 rooms or more)

To submit a room block request for 10 rooms or more:
1. Visit http://convention.bio.org/ and follow the housing link. Submit your group request by selecting “Group Reservations”.
2. Fill in the housing request form with your room block request and top six (6) hotel choices and click submit. BIO will make every effort to assign you to your top choice hotel.
3. This form indicates preference and does not guarantee confirmation.
4. All reservation requests will be processed in a date- and time-received order.
5. You will receive a confirmation email from Travel Planners within three (3) business days. If you do not receive confirmation within three (3) business days, please contact Travel Planners.
6. Your confirmation email will include the link and password information that you'll need to manage all your reservations online, where you'll have 24/7 access to real-time rooming lists and confirmation numbers and will be able to:
   - Review reservations
   - Reassign guests
   - Submit room lists online or via Excel spreadsheet
   - Request additional rooms
   - Print deposit receipts

Group Booking Requirements
- A company representative will need to electronically sign a Group Booking Agreement (GBA), acknowledging terms and conditions, within two (2) business days of date of issue.
- A deposit of one (1) night's room rate plus tax for each room reserved is required and due within ten (10) days of receipt of group booking agreement confirmation.
- Deposits are refundable for reservations canceled on or before February 28, 2013. Deposits become non-refundable for new reservations or cancellations received on March 1, 2013 or later.
- All rooms must have occupant names by January 18, 2013. Rooms without names are subject to cancellation.
- BIO/TP housing reserves the right to adjust your requested block to mirror historical patterns from 2012 and 2011 and will approve a maximum 5% increase over your actual historical room usage from 2012 and 2011. Please contact BIO if you have special circumstances that warrant an increase of more than 5%.
- Due to limited accommodations, The Hyatt McCormick Hotel will NOT be available to any group requesting more than ten (10) accommodations on the peak nights of April 22 and 23, 2013.
- The following two hotels are limited to individual reservations only, due to the limited number of guest rooms available: Hotel Monaco and Silversmith Hotel & Suites.

Questions on group reservations?
Please contact Travel Planners at:
- Tel.: 866-940-0942 (US/Canada) or 212-532-9254 (International)
  Monday – Friday, 9:00 AM – 7:00 PM ET
- Email: BIO@tphousing.com
- Mail: 381 Park Avenue South, New York, NY 10016