











DDW2019
Digestive Disease Week®

BOOKING GUIDE

**Thank you for your interest
in booking your international
group housing with us!**

Follow this simple guide on how to complete your booking in 8 easy steps!

-  Click on Create New Account to create a username and password.
-  Activation link will be sent via email. Please click to activate your login and return to the website.
-  Select hotel of choice. Choose number of rooms plus dates of stay in the Reservation Calculator. Click **BOOK NOW** to generate an agreement
-  Submit your International Group Housing Agreement. This is your official contract. You will receive confirmation of submission via email.
-  You can also request additional services including but not limited to dining, transportation, meeting spaces, and more.
-  A Meetings and Conventions Manager will process your contract and return a counter-signed copy with a unique booking number confirming your reservation.
-  Your Meetings and Conventions Manager will send you an invoice.
-  You will need your username, password and booking number to access the online rooming list.

If you have additional questions,
you may use the Live Chat
function on the website or
email us
info@ddw-igh.com