



# 2023 ASHA Convention

A Step-by-Step Guide Through the Housing Site

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# 2023 ASHA Housing

To begin securing your housing, view hotel maps and rates, please visit the following web page:  
[ASHA Convention: Housing & Travel](#)

Upon clicking on the Housing Link, the Convention Hotel Site will open.

## **Important things to note before beginning the process:**

- You **DO NOT NEED AN ASHA ID** to reserve your room, however, you have the opportunity to add this back in later in the process on your Housing Service Center. Adding it in will help us so we can serve you better.
- If you are reserving additional rooms or adding additional occupants to a room, there will be a step throughout the reservation process that will allow you to enter their email address (if applicable) to create individual confirmation emails.

**igniting INNOVATION**  
2023 ASHA CONVENTION | exhibit hall  
november 16-18 • boston, mass | nov. 15-18

Already Booked? Log in here

Attendee Service Center

### Room Search

Do not use the 'BACK' button on your web browser, but rather use the 'Back' and 'Next' buttons at the bottom of each screen to move between the pages.

Search Hotels Edit Search

Arrival: 11/15/2023, Departure: 11/18/2023, Rooms: 1, Guests/Room: 1

Arrival: 11-15-2023 Rooms: 1 Guests/Room: 1

Departure: 11-18-2023

Refresh Results

Filter Results

Countdown to 2023 ASHA Convention  
116:16:4:41  
days hours min sec

Sponsored By  
**BROOKES**

Click on Hotel Name below to view more details about the hotel.

Sort by: Default Name Price Distance

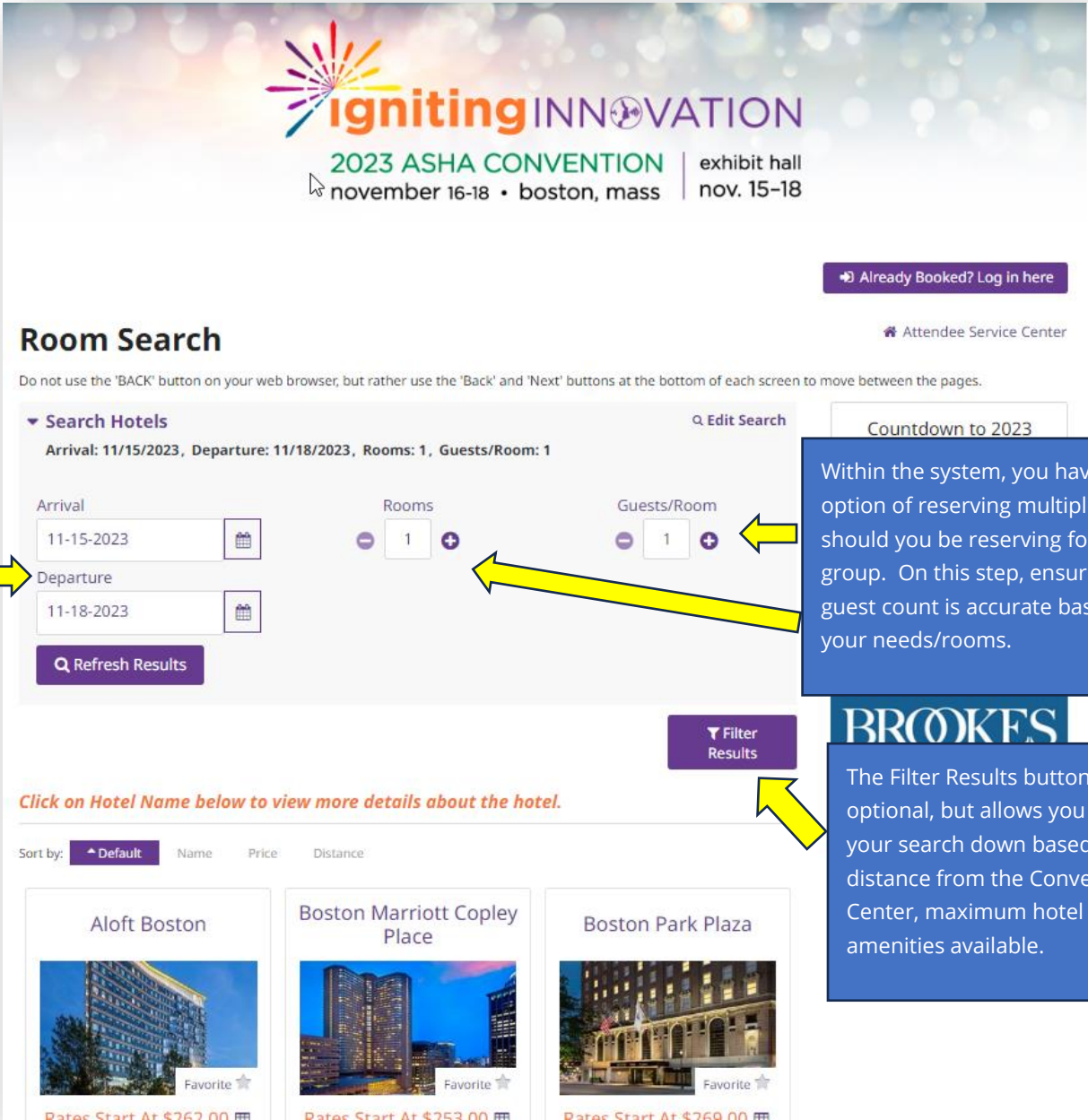
- Aloft Boston  
Rates Start At \$262.00
- Boston Marriott Copley Place  
Rates Start At \$253.00
- Boston Park Plaza  
Rates Start At \$269.00

# Room Search

To search for available rooms within the ASHA Housing block, you will enter key information at the top of the page:

- 1) Enter your arrival/departure dates.
- 2) Identify how many rooms you need to reserve. (If you need multiple rooms, with different arrival/departure dates, please make these reservations separately, after completing your first reservation.
- 3) Indicate how many people will occupy each room.

**Please note:** this new Housing site allows attendees to reserve multiple rooms and use a different credit card per room, if applicable. Credit cards are not charged at reservation but are held as a guarantee.



Enter your arrival and departure dates to see what hotels have availability.

Within the system, you have the option of reserving multiple rooms should you be reserving for a small group. On this step, ensure your guest count is accurate based on your needs/rooms.

The Filter Results button is optional, but allows you to narrow your search down based on distance from the Convention Center, maximum hotel price, and amenities available.

# Room Search (continued)

Once you have entered all of the appropriate parameters for your stay, you must click **Refresh Results** to filter the search(s) based on all variables.

**igniting INNOVATION**  
2023 ASHA CONVENTION | exhibit hall  
november 16-18 • boston, mass | nov. 15-18

Already Booked? Log in here

Attendee Service Center

## Room Search

Do not use the 'BACK' button on your web browser, but rather use the 'Back' and 'Next' buttons at the bottom of each screen to move between the pages.

Search Hotels Edit Search

Arrival: 11/15/2023, Departure: 11/18/2023, Rooms: 1, Guests/Room: 1

Arrival: 11-15-2023 Calendar Rooms: 1 - + Guests/Room: 1 - +

Departure: 11-18-2023 Calendar

Refresh Results Filter Results

Countdown to 2023 ASHA Convention  
**116:16:4:41**  
days hours min sec

Sponsored By  
**BROOKES**

*below to view more details about the hotel.*

Name	Price	Distance
Aloft Boston		
Boston Marriott Copley Place		
Boston Park Plaza		

Rates Start At \$262.00 Favorite

Rates Start At \$253.00 Favorite

Rates Start At \$269.00 Favorite

# Review Hotel Details

When the system refreshes your results, you can view at-a-glance information about the hotel on the main screen or click on the **Description** button to learn more details about each property before making your hotel choice. The hotel specific information will open as a pop-up box. Should your computer block the description box, please check your computer settings to disable "pop-up blockers."

Click on Hotel Name below to view more details about the hotel.

Sort by: **Default** Name Price Distance

Hotel Name	Rates Start At	Shuttle Route	Distance
Aloft Boston	\$262.00	Walk: 1 block to East entry	
Boston Marriott Copley Place	\$253.00	Shuttle Route 2	2.1 miles
Boston Park Plaza	\$269.00	Shuttle Route 3	1.6 miles

**Annotations:**

- A yellow arrow points from the "Description" button of Aloft Boston to the text box: "Quick hotel snapshots are available to see right from the main screen, including shuttle/distance instructions."
- A yellow arrow points from the "Description" button of Boston Park Plaza to the text box: "Click the description button to learn more about the property"

**Hotel Features:** Donuts, Free Wi-Fi, Internet in rooms.

**View Availability** (button for each hotel)

# Full Hotel Descriptions

Clicking on the **Description** button for a property will provide you with additional details about the hotel.

**Hotel Profile**

Favorite ☆

### Boston Park Plaza

50 Park Plaza at Arlington St | Boston, MA 02116-3901 | Shuttle Route 3 (1.6 miles)  
Great Downtown historic property. Only 1 block from Boston Common and famous Boylston street.

Hotel Details | Map

An unrivaled blend of authentic historic architecture and modern amenities, Boston Park Plaza is the most beloved hotel in Boston. Located in the heart of downtown Boston, guests quickly discover why this historic property is one of the city's most popular. With 1060 guestrooms, 36 suites, 10 restaurants, 10 bars, 10 house restaurants and bars, Boston Park Plaza is the perfect destination for travelers from around the world to Boston's most iconic landmark transformation of all meeting and event spaces, timeless, and always in style. The hotel features Boston's only Topgolf Swing Suite, and 5 in-

**Offered Amenities**

- Non-Smoking- Entire Hotel
- Crib-based on request
- Microwave- Request
- Hair Dryer- all
- WiFi- in room
- ADA Rooms- request
- Air Conditioned Rooms- all
- Business Center- onsite
- Room Service- limited hours
- Business/Conv Property
- Rollaway-request
- Empty Refrigerator- request
- Coffee maker- all
- Iron/Board-all
- WiFi-public areas
- Onsite Parking
- Concierge Service Available
- Fitness Center- onsite
- Restaurant on property
- High Speed Internet in Rooms

*Note: Amenities are not guaranteed and are subject to change without notice by the hotel. Fees may apply for some of the amenities listed. Contact hotel directly for details.*

- Guest Safety
- Accessibility

Close

The expanded description view will provide you with a list of the hotel amenities and a description to help decide the right fit for your needs

Clicking "close" will take you back to the filtered results screen to view more properties or select your property

Be sure to review Guest Safety information from the hotel along with Accessibility features at the property.


# Selecting Your Hotel

Once you have decided upon a hotel, select **View Availability** to continue the reservation process.

*Click on Hotel Name below to view more details about the hotel.*

Sort by: **Default** Name Price Distance

### Aloft Boston



Favorite ★


Rates Start At \$262.00

Description


Walk: 1 block to East entry of the CC

Close to the Convention Center. Shared building with Element Hotel. Next to the Dunkin Donuts. Free Wi-Fi, Internet in rooms.

Hotel Features



### Boston Marriott Copley Place



Favorite ★


Rates Start At \$253.00

Description


Shuttle Route 2 (2.1 miles)

Excellent rates for Back Bay popular Copley Place! Great sharing option. Full service: 24 hours room service, coffeemaker and fridge in room. Close to restaurants and nightlife.

Hotel Features



### Boston Park Plaza



Favorite ★


Rates Start At \$269.00

Description

Shuttle Route 3 (1.6 miles)

Great Downtown historic property. Only 1 block from Boston Common and famous Boylston street.

Hotel Features



Click "View Availability" once you have decided upon a hotel.

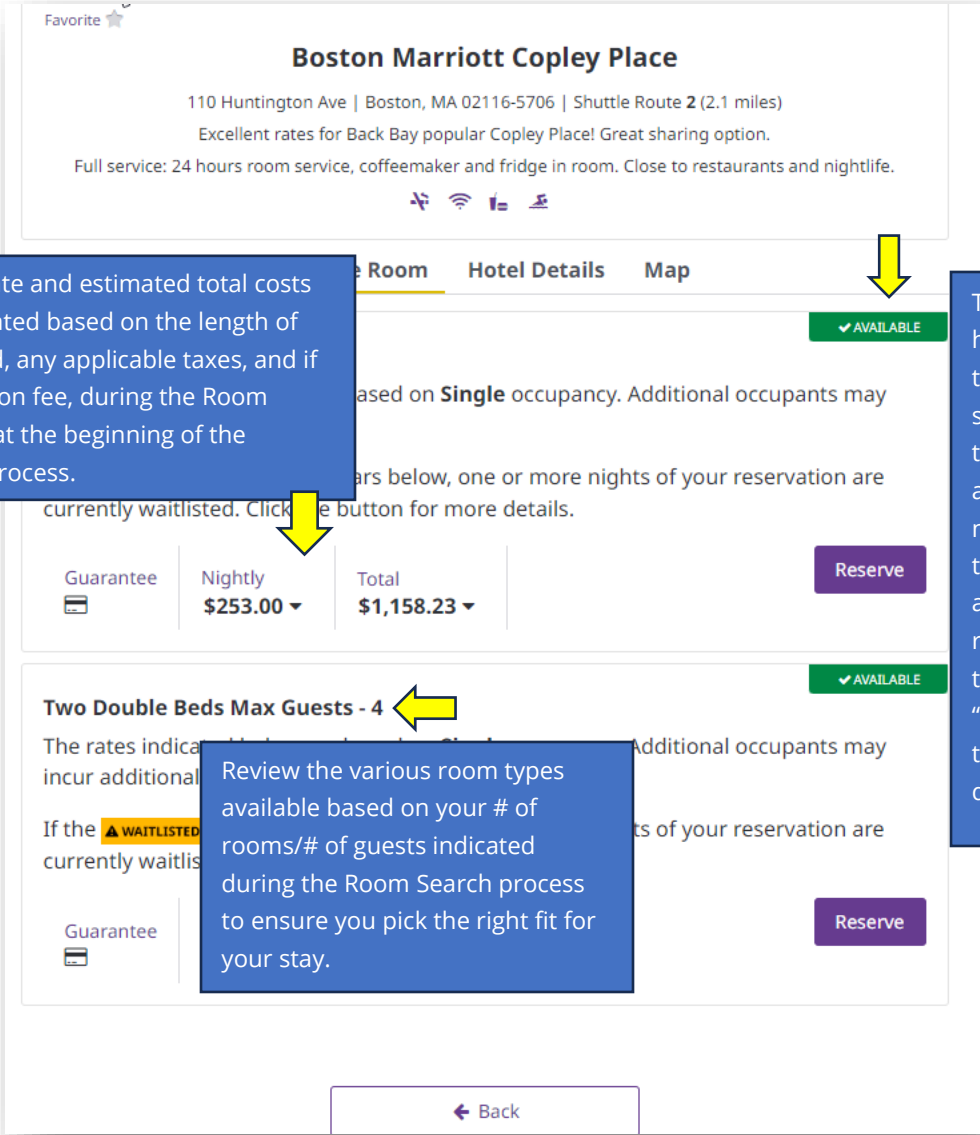
**View Availability** **View Availability**

**Please note:** Should you wish to make multiple reservations in multiple hotels, or with variable dates for each reservation, you will need to go through the reservation process each time for either a hotel variable or date variable. Please complete your reservations at your first hotel, then return to the beginning of this site to book in an additional hotel.



# Room Availability

Once a hotel has been selected, you will see if the hotel is available for you to reserve. If available, additional details will appear including, room type (Based on # of rooms/# of guests that you entered on the first page), If you indicated that you needed 3 rooms for specific dates Available will only appear if all three rooms are available.



# Waitlisted Notification (if applicable)

In some circumstances, the length of stay may affect availability at the hotels during the full stay indicated in your search.

While the room(s) selected may be available during the “main nights” (Thursday and Friday of Convention), the hotel may have limited availability during one or more of the other days of your stay (before or after those main nights), triggering the Waitlist icon.

By completing this reservation as shown, you will be booked/confirmed for the nights currently available and if the waitlisted nights become available, you will be contacted by the Housing

The screenshot shows a hotel booking page for Boston Marriott Copley Place. A yellow 'WAITLISTED' icon is visible above the room selection options. A blue callout box explains that waitlisted rooms will be indicated in this portion of the screen and that if the room is fully available for the entire duration, it would say "AVAILABLE". Another blue callout box points to the 'WAITLISTED' icon, stating that rooms highlighted here indicate which nights are not available at this time and have moved you into the waitlist scenario. A red-bordered box contains a detailed notification: "Your reservation is currently in a Waitlist status. This means one or more of your reservation nights are not currently available. By completing this reservation as shown you will be booked for the nights currently available and we will attempt to secure the additional nights as requested. The following would be waitlisted:" followed by a table of waitlisted dates and room counts. Below the table, it states: "Any dates not listed above are confirmed. Once the waitlisted nights are also confirmed, an email will be sent. In the unlikely event we are unable to confirm your entire stay, an email notification with additional options will be sent. This process may take up to 2 weeks. Your experience is important to us and we're doing everything possible to make it perfect!"

Countdown to 2023

**Boston Marriott Copley Place**  
110 Huntington Ave | Boston, MA 02116-5706 | Shuttle Route 2 (2.1 miles)  
Excellent rates for Back Bay popular Copley Place! Great sharing option.  
Full service: 24 hours room service, coffeemaker and fridge in room. Close to restaurants and nightlife.

Reserve Room Hotel Details Map

**1 Bed Max Guests - 2**  
Rates indicated below are based on **Single** occupancy. Additional occupancy may incur additional fees.  
e **WAITLISTED** button appears below, one or more nights of your reservation are currently waitlisted. Click the button for more details.

Guarantee	Nightly
	\$253.00

**Double Beds Max Guests**  
Rates indicated below are based on **Single** occupancy. Additional occupancy may incur additional fees.  
e **WAITLISTED** button appears below, one or more nights of your reservation are currently waitlisted. Click the button for more details.

Guarantee	Nightly	Total
	\$253.00	\$2,606.03

**WAITLISTED**

Your reservation is currently in a Waitlist status. This means one or more of your reservation nights are not currently available. By completing this reservation as shown you will be booked for the nights currently available and we will attempt to secure the additional nights as requested.

The following would be waitlisted:

Date	Number of Rooms
11/11/23	1
11/12/23	1
11/13/23	1

Any dates not listed above are confirmed. Once the waitlisted nights are also confirmed, an email will be sent. In the unlikely event we are unable to confirm your entire stay, an email notification with additional options will be sent. This process may take up to 2 weeks. Your experience is important to us and we're doing everything possible to make it perfect!

# Reserving Your Room

Once you are satisfied with your hotel selection and requested room type for your needs, click **Reserve**.

**Boston Marriott Copley Place**  
110 Huntington Ave | Boston, MA 02116-5706 | Shuttle Route 2 (2.1 miles)  
Excellent rates for Back Bay popular Copley Place! Great sharing option.  
Full service: 24 hours room service, coffeemaker and fridge in room. Close to restaurants and nightlife.

**Reserve Room** Hotel Details Map

**King Bed Max Guests - 2** ✓ AVAILABLE  
The rates indicated below are based on **Single** occupancy. Additional occupants may incur additional fees.  
If the **⚠ WAITLISTED** button appears below, one or more nights of your reservation are currently waitlisted. Click the button for more details.

Guarantee	Nightly	
	<b>\$253.00</b>	

**Reserve**

**Two Double Beds Max Guests - 4** ✓ AVAILABLE  
The rates indicated below are based on **Single** occupancy. Additional occupants may incur additional fees.  
If the **⚠ WAITLISTED** button appears below, one or more nights of your reservation are currently waitlisted. Click the button for more details.

Guarantee	Nightly	Total
	<b>\$253.00</b>	<b>\$1,158.23</b>

**Reserve**

[← Back](#)

Clicking reserve moves you to the next step to complete your reservation (s) finalize your room selection.

# Cancellation Policy

Once you have indicated your selection(s) by clicking **Reserve**, you will be prompted to review the cancellation policy for your hotel stay. Please be sure to note any potential charges for last-minute cancellations.

### Cancellation Policy

Hotel cancellations must be made no later than **72 hours** prior to your arrival date. Cancellation within 3 days, or failure to check in on your scheduled day of arrival may result in a one-night's room and tax penalty charged by the hotel to the credit card used for guarantee. In addition, be sure to verify check out dates at check-in as an early check-out may result in an early-departure fee.

Reservation changes and cancellations can be made with Maritz through Wednesday, November 1st, 2023. Use the link in your confirmation to access the Housing Service Center. Or contact Maritz customer service at [ASHAHotel@maritz.com](mailto:ASHAHotel@maritz.com) or 864-208-2571. Beginning Monday, November 6th, 2023 changes and cancellations must be made directly with the hotel.

By agreeing to the cancellation policy you acknowledge you have read and agree to the booking terms and conditions which incorporate the cancellation policy. Not agreeing will prevent a reservation from being completed.

I agree to the cancellation policy

If the **WAITLISTED** button appears below, one or more nights of your reservation are currently waitlisted. Click the button for more details.

Guarantee	Nightly	Total
	\$253.00	\$868.68

**Reserve**

**AVAILABLE**

Two Double Beds Max Guests - 4

Upon reviewing, click "I Agree to the cancellation policy"

# Indicating Room Occupants

Before you can complete a reservation, you must indicate all room occupants.

- For (1) room with (1) occupant, you will add just your own or that individual's information.
- For (1) room with (2)-(4) occupants, you will add all of the occupant's information for that room.
- For more than one room with (1) or more occupants per room, all information should be indicated based in each room.

**Room Occupants** Attendee Service Center


Do not use the 'BACK' button on your web browser, but rather use the 'Back' and 'Next' buttons at the bottom of each screen to move between the pages.

**Boston Marriott Copley Place**  
110 Huntington Ave  
Boston, MA 02116-5706

Countdown to 2023  
ASHA Convention

**116:15:7:28**  
days hours min sec

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▼ **Room #1 - Two Double Beds** Room requires at least one guest

Arrive: **11/14/23**      Depart: **11/17/23**

**Who's in the room?** (4 people maximum)

+ Add Person

**Room Requests**  
This area is to provide any special requests, such as connecting rooms, etc. Your requests are not guaranteed, but they will be passed along to the hotel.

Bedding  
No Preference >

Additional Room Requests:

Characters remaining: 255

▶ **Room #2 - Two Double Beds** Room requires at least one guest

← Back

In this example, we have two rooms. This section is to add all occupants to the first room.

Click "Add Person" to add all relevant information for each occupant of the first room. (up to 4 people).

If you have more than one room, you will expand each room area to add the occupants for the additional rooms.

# Completing Room Occupant Information

Occupant information must be completed for each individual staying in the rooms.

Occasionally, attendees have a different legal name (for hotel reservations) than they use for Convention registration (professional name). Please indicate the name listed on your registration IF DIFFERENT than your legal name on the hotel reservation

Be sure to include your Hotel Rewards # (if applicable) to receive your points for your stay.

Please note: only one occupant per room can claim points, and only an occupant of a room may claim the points; if you are reserving rooms for others you may not use your own points.

Should an occupant have accommodation requests, please click here to fill out that section.

\* indicates required fields.

ASHA ID

\* First Name  \* Last Name

If name used on Conference Registration is different from Housing, please enter it here:  
Conference Registration Name

\* Address  \* Email

Additional Email to Copy

Postal Code

State/Province

\* Phone Number

▼ Are you an Attendee or Exhibitor?

Attendee

If you are an exhibitor, select Exhibitor, even if you are also attending the conference.

Exhibitor

Hotel Rewards Program #

Choose a password to access your account for cancellation.

\* Password

Show Password

Click "Save" before scrolling

\*  I agree to the [Terms of Use](#).

Cancel

Including the ASHA ID is not required (and can be done later), it does help the ASHA planning team when offering assistance.

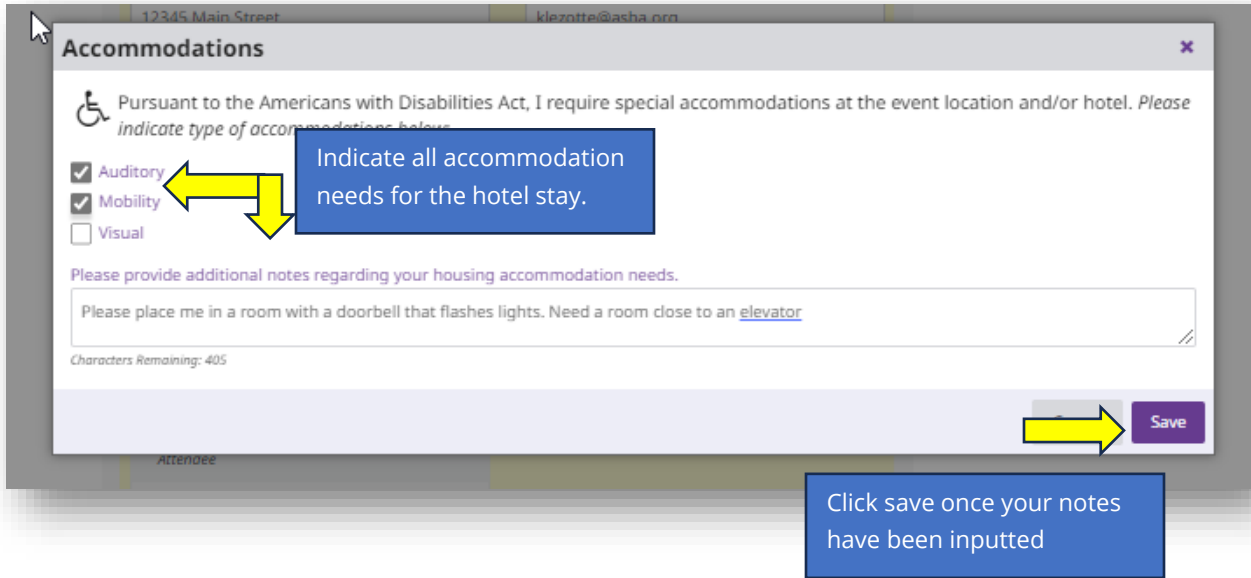
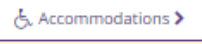
To ensure each occupant has access to the Housing Service Center, please provide the appropriate email address for each occupant.

Create a memorable password for each occupant (can be the same for each if desired) which, combined with their email address above can allow them to access their service center.

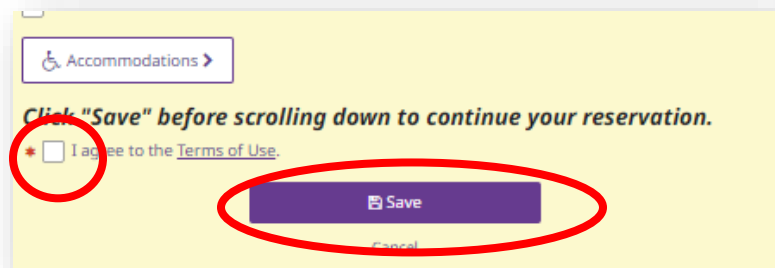
Please share passwords created with each individual occupant so they can access their Housing Service Center in the future.

# Accommodation Requests

If applicable, please click on the **Accommodations button** when completing the Occupant information to indicate accommodation requests. In the screen noted below, you will have the opportunity to indicate all needs for that room.




Once accommodation requests have been made (if applicable), review and check to agree to the Maritz Terms of Use & select save to complete that occupant's information. These steps will be repeated until you have completed filling out all occupants' information for each room.



# Bed Types & Additional Room Requests

Once Room occupant information has been inputted, please select the Bedding types (based on your occupants/needs) and list any additional room requests you may have.

The screenshot shows a web form titled "Room Occupants" for the Boston Marriott Copley Place. It includes fields for address, room selection (Room #1 and Room #2), arrival/depart dates, and room management options. A "Who's in the room?" section lists occupants. The "Room Requests" section has a "Bedding" dropdown menu and a text area for "Additional Room Requests". Annotations with yellow arrows point to the "REQUEST DOUBLE/DOUBLE BEDS" dropdown and the "Additional Room Requests" text area. A blue callout box explains that for rooms with more than one occupant, the room type selection should be reconfirmed. Another blue callout box explains that additional requests like adjoining rooms, no feathers, or in-room amenities should be listed here. At the bottom, there are "Back" and "Next" buttons.

Once you have completed your selections you will click the  button at the bottom of the page.



# Review & Check Out

One of the final steps in the process is reviewing your rooms, and ensuring all your rooms are listed.

**Review and Check Out**

Attendee Service Center

Do not use the 'BACK' button on your web browser, but rather use the 'Back' and 'Next' buttons at the bottom of each screen to move between the pages.

On the next page you be instructed to add a credit card to guarantee these reservations. If you are booking multiple rooms, you will have the option to use a unique credit card for each reservation, or one credit card for all reservations.

**Krista LeZotte's Cart**

**In Progress Reservations**

<b>Boston Marriott Copley Place</b> Krista LeZotte ( Nov 15, 2023 - Nov 18, 2023 ) Two Double Beds	CCG Required	
<b>Boston Marriott Copley Place</b> Darin LeZotte ( Nov 15, 2023 - Nov 18, 2023 ) Two Double Beds	CCG Required	

**Confirm Room(s)** CCG

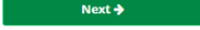
A credit card with an expiration date valid through dates of stay is required to guarantee your hotel reservation.

Add Another Room

← Back      Next →

Countdown to 2023 ASHA Convention  
116 : 14 : 18 : 55  
days hours min sec

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**BROOKES**

Once you have completed your selections you will click the  button at the bottom of the page.

## Credit Card Information – Securing Rooms

A valid credit card must be provided for each room to secure your stay. If you are securing more than one room, you can use the same credit card or choose to use a different credit card to hold each room.

**Please note:** Your credit card will not be charged at this stage; this is just used for securing/guaranteeing the room.

**Payment**

Please select the items you wish to pay for at this time. Uncheck items you do not wish to apply to the credit card you will enter on.

- Room(s) Requiring Credit Card
- Krista LeZotte
- Darin LeZotte

**Payment**

Selecting "Pay Now" below will redirect you to our SecuRemit Payment site where you may enter your credit card information. Completing the payment process will return you to this website.

**By continuing forward, I authorize Maritz Global Events to guarantee my reservation(s) with the provided credit card. I understand that Maritz will transfer my credit card information along with my reservation(s) to the hotel.**

SSL Certificate

[← Back](#) [Pay Now →](#)

Attendee Service Center

Countdown to 2023 ASHA Convention

116:14:16:31  
days hours min sec

Sponsored By

**BROOKES**





Once you have completed your review of your registration go to the bottom of the page and click the [Pay Now →](#) button.

# Credit Card Hold/Guarantee

Your credit card will not be charged during this process but will be on record to guarantee your reservation. for all indicated rooms. You **MUST** select **SUBMIT** to complete the reservation.

### 2023 ASHA Annual Convention

Please enter your credit card information below and press the "Submit" button.

Summary of Charges		Cards Accepted:			
Boston Marriott Copley Place	\$0.00				
Boston Marriott Copley Place	\$0.00	American Express	Visa	MasterCard	Discover
<b>Total Amount Due:</b>	<b>\$0.00</b>				

#### Credit Card Information

Select Payor  
Select Payor  
Krista LeZotte  
Darin LeZotte  
Aiden LeZotte

**First Name \***  **Last Name \***  **Company**

**Billing Address \***  **Billing Address2**

**Billing Postal Code \***  **Billing City \***

**Billing State / Province**  **Billing Country \***

**Email**

#### About SecuRemit™

The security of our customers' personal information is a priority at Maritz Global Events. To protect this information, we have created a PCI DSS compliant environment named SecuRemit™.

Companies who conform to the guidelines set forth in the Payment Card Industry Data Security Standard (PCI DSS) have taken the rigorous steps necessary to provide customers with protection against credit card fraud and other security threats involving credit card payments and data storage.

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# Confirmation Page

Once a credit card is provided for each room, you will be taken to your confirmation screen.

If you have others sharing the room with you that you added, or made multiple room reservations, you are able to see confirmations for all guests on this screen.

However, if there is more than one occupant in your room, all guests will receive individual confirmation emails to the email addresses indicated in the Occupant Information process.

**Please note:** Email confirmations will come from [email\\_confirm@confmail.experient-inc.com](mailto:email_confirm@confmail.experient-inc.com). You may want to add this to your safe sender's list to avoid losing key information.

**Confirmation** Attendee Service Center

**Congratulations!** 2023 ASHA Convention!

A confirmation email will be sent to you in this reservation. The email will come from [email\\_confirm@confmail.experient-inc.com](mailto:email_confirm@confmail.experient-inc.com). The number in this reservation ID and not your hotel confirmation number. Hotel confirmation ID and not your hotel confirmation number. Hotel

This ID is a Maritz booking reference number and not your hotel confirmation #. This ID is helpful should you need to contact Maritz customer service so they can serve you better.

Have you registered for 2023 ASHA Convention? [Click Here](#)

<b>Aiden LeZotte ID: 1110</b>	<a href="#">View Confirmation</a>
<b>Darin LeZotte ID: 1109</b>	<a href="#">View Confirmation</a>
<b>Krista LeZotte ID: 1108</b>	<a href="#">View Confirmation</a>

[Sign Out](#) [My Housing Dashboard](#)

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**TILLS** TEST OF INTEGRATED LANGUAGE & LITERACY SKILLS™ **Click here to watch a TILLS demo and stop by booth #926 to enter to win a free TILLS Examiner's Kit!**

# Confirmation Emails / Accessing Housing Service Center

Upon completing your reservation, **all occupants** will receive a confirmation email to the respective email address indicated in their occupant information.

As the person handling reservation(s) for multiple occupants/multiple rooms (if applicable), we encourage you additionally to share the passwords you created for each occupant and the email address tied the reservation, so they have an additional way to access their reservation for reference or changes in the future.

However, the quickest way to access individual Housing Service Center information is through individual confirmation emails.



**\*\*\* Please do not reply to this e-mail. It was sent from an automated system. \*\*\***

## **HOUSING/RESERVATION CONFIRMATION: 2023 ASHA Convention: Igniting Innovation**

Thank you for booking your hotel reservation for **2023 ASHA Convention!** Please review all information below for accuracy.

Be sure to save this email! Though you will be able to access and modify your reservation(s), if needed, through the main Housing site, the link below will give you direct access to your Service Center.

Please note the Confirmation ID below is your Maritz Confirmation ID to reference this reservation for cancellation or changes.

Use the link below for changes or cancellations.

You will receive an updated email after November 8, 2023 with a Hotel Confirmation Number that will be used to check in at your hotel.

[Click here to access your reservation via the Housing Service Center.](#)

Click on this link from your confirmation email to access your unique Housing Service Center. If clicking from here, a password is not required.

# Accessing Housing Service Center (continued)

We highly encourage you to keep your confirmation in an easily accessible location for quick access back to your reservation. However, should you misplace your confirmation email, you can log-into your Housing Service Center by visiting the [Housing Reservation Website](#), clicking on "Already Booked? Log In Here" (see below) and enter the email address and password that was created during the Occupant Information step of the reservation.

The screenshot displays the website for the Igniting Innovation 2023 ASHA Convention. At the top, the event logo features a colorful sunburst icon and the text "igniting INNOVATION". Below the logo, it states "2023 ASHA CONVENTION" and "exhibit hall november 16-18 • boston, mass | nov. 15-18". A red circle highlights a purple button labeled "Already Booked? Log in here" in the top right corner. Below the header is the "Room Search" section, which includes a search form with fields for "Arrival" (11-15-2023), "Departure" (11-18-2023), "Rooms" (1), and "Guests/Room" (1). A "Refresh Results" button is located below the search form. To the right of the search form is a "Countdown to 2023 ASHA Convention" timer showing 116:16:4:41 (days, hours, min, sec). Below the timer is a "Sponsored By" section featuring the "BROOKES" logo. At the bottom of the search results, there are three hotel cards: "Aloft Boston", "Boston Marriott Copley Place", and "Boston Park Plaza", each with a photo and a "Favorite" button. The text "Click on Hotel Name below to view more details about the hotel." is displayed above the hotel cards.

# Housing Service Center

After your reservation is complete, you will have the capability to revisit your Housing Service Center to change your duration of stay, add a room, modify occupants, cancel your room, or resend a confirmation email.

In the event you want to change your hotel reservation to an entirely different hotel, you can click on **Add a room**, book a new hotel using the steps listed at the beginning of this document, then cancel the hotel reservation no longer needed. After the changes have been made, an updated confirmation email with the changes will be available in your **Housing Service Center**.

The screenshot displays a user interface for a housing reservation. At the top left, a purple bar contains the text "Hotel Reservation" and a button "Add Room +". Below this, the "Estimated Room Total" is listed as \$1,737.35. The reservation details include "Boston Marriott Copley Place Two Double Beds, 3 nights". A row of icons allows for "Add Occupant" (+1), "View Dates" (11/15/23 - 11/18/23), "Room Fees", and "Cancel Room". A "Cancellation Policy" icon is also present. A blue callout box with a yellow arrow pointing to the "Cancel Room" icon contains the text: "Should you need to modify the room occupants, change the duration of stay or cancel your room, click on the respective icons in this section".

To the right, a "Darin's Financial Summary" section shows a "Booking Total" of \$0.00 and "Payments" via CCG. A "Countdown to 2023 AS Convention" timer shows 6:14:5:42. A "Sponsored By" section features the "BROOKES" logo.

At the bottom left, a purple bar labeled "Confirmation" has a yellow arrow pointing to it from a blue callout box that says: "Resend your confirmation email, or send a copy to another email address". Below this is a "Maritz Global Events" logo and a disclaimer: "Maritz Global Events is the Official Convention HOUSING ONLY. Importations from any company is not approved. Reservations made through this site may appear to have lower rates, however they may be illegitimate, not have the rooms to sell, have unreasonable cancellation or change penalties, or be completely non-refundable. Please be aware of, and report any unauthorized solicitation to your organization or Maritz Global Events."

# Changing Hotel Reservation to New Hotel

In the event you want/need to change your hotel reservation to an entirely different hotel, you can click on **Add a room** from your **Housing Service Center**, book a new hotel stay using the steps listed at the beginning of this document, then cancel the original hotel reservation from your Service center that you no longer need.

Hotel Reservation **Add Room +**

Estimated Room Total: \$1,737.35

**Boston Marriott Copley Place** Two Double Beds, 3 nights ✓

Darin LeZotte 11/15/23 - 11/18/23 Room Fees Cancel Room Cancellation Policy

**Darin's Financial Summary**

✓ Completed Room(s)	1
Total Room(s)	1
Credit Card(s)	1

Countdown to 2023 ASHA Convention  
**116:14:5:42**  
days hours min sec

Sponsored By

**Group Financial Summary**

Booking Total	\$0.00
Payments	CCG

## Housing Service Center

Do not use the 'BACK' button on your web browser, but rather use the 'Back' and 'Next' buttons at the bottom of each screen to move between the pages.

After you've made your reservation, click the button below with your name to modify details such as ASHA ID, email address, etc. You can also change your dates by clicking on the calendar button. Other changes may be made by contacting Maritz Customer Service. (see contact information at the bottom of this screen)

Hotel Reservation **Add Room +**

Estimated Total for all Rooms: \$2,363.09

**Boston Marriott Copley Place** Two Double Beds, 2 nights ✓

Darin LeZotte 11/16/23 - 11/18/23 Room Fees **Cancel Room** Cancellation Policy

**Aloft Boston** King Bed, 3 nights ✓

Darin LeZotte 11/15/23 - 11/18/23 Room Fees Cancel Room Cancellation Policy

**Darin's Financial Summary**

✓ Completed Room(s)	2
Total Room(s)	2
Credit Card(s)	2

Countdown to 2023 ASHA Convention  
**116:13:40:42**  
days hours min sec

Sponsored By

**COOKES**

Confirmation

In this example, the occupant added a new hotel stay but will need to cancel the reservation no longer needed (if applicable) to avoid having two reservations and paying at both hotels.



## Customer Service

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Have additional housing questions or need help? Contact Customer service at 864-208-3706 or [ASHAHousing@maritz.com](mailto:ASHAHousing@maritz.com) (Monday – Friday 9:00 a.m. – 5:00 p.m. ET).