

IMAST 2019 – Hotel Reservation Instructions

The screenshot shows the RAI Hotel Services website. At the top, there is a blue banner with the logo of the Scoliosis Research Society (founded 1969) on the left. The text in the banner reads: "26th International Meeting on Advanced Spine Techniques July 17-20, 2019 • Amsterdam, The Netherlands". To the right of the banner is a photograph of a canal in Amsterdam at night, with buildings and a bridge illuminated. Below the banner, there is a "Welcome" section. The main text says: "RAI Hotel Services is the official agent for the 26th International Meeting on Advanced Spine Techniques 2019 (IMAST), forms part of RAI Amsterdam and works closely with over 100 hotels in and around our amazing city. Looking for a luxury, centrally-located suite, a quiet boutique hotel or a cozy budget hostel? We help you book your ideal accommodation with ease." Below this text, it says "Make your choice below and start making your reservation". There are two buttons: "Individual reservation (1 room)" and "Group reservation (2+ rooms)". At the bottom, there is a note: "For groups (10+) special group conditions are applicable. For a personalized offer please send your request to hotelservices@rai.nl and our hotel consultants will contact you with tailor-made advice." At the very bottom, the contact information for RAI Amsterdam Hotel Services is provided: P.O. Box 77777, 1070 MS Amsterdam, the Netherlands, hotelservices@rai.nl, +31 20 549 19 27.

1. Select "Individual Reservation"
2. Enter your Check-in and Check-Out Date; this will automatically generate hotels with availability over your selected dates
3. Click on the hotel name that you want to book
4. Scroll down to see the available room type options (Executive Room, Single Room, etc.)
5. Check the box under each room night you want to book
6. Click "+ Book" at the end of the row and then "Continue to next step"
7. This will redirect you to "Create an Account" page. You will need to create an account to book your reservation and will also be able to manage your reservation, after booking.
8. To create an account you will be asked to provide additional information; the required information is: First Name, Last Name, Email, Company, Phone and Main Address (for billing)
9. After creating your account, you will be able to add guests to your reservation if you are sharing your room
10. Click "Next" to review your booking confirmation and enter your payment type
11. Click "Confirm" to finalize the reservation booking