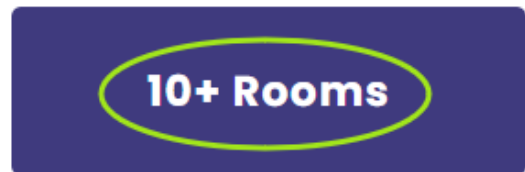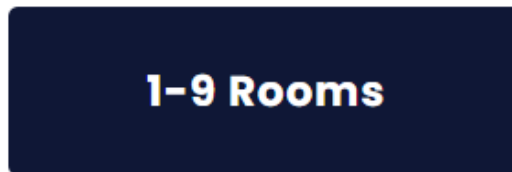# 10+ Rooms Hotel Reservation Portal Instructions

Reserving 10+ Rooms

- From the BIO International Convention Housing Dashboard select "10+"

How many rooms do you need to reserve?

1-9 Rooms	10+ Rooms

- If you are interested in reserving a room package, click the link at the top of the page.

- For Rooms Only - use the right hand side
  - Enter the Name of your group, a username, and a password, then click the Create Group button to continue. The username and password you enter will serve as your credentials when you return to the site.

- *(If you have previously created a username and password for your group, enter that information on the left and click the Login button to continue.)*

LOGIN

If your group is interested in a **Room Package** (includes sleeping room, breakfast, and/or porterage) – please click **here** to submit your request.

Otherwise, create a login below to submit your request for a **Rooms Only** group.

* indicates required fields.

Have a Username and Password?
Please enter the username and password, then click 'Login'.

* Username

* Password

PASSWORD IS REQUIRED

☐ Show Password

Login

Need to create a group?
Please enter the information below, then click the **Create Group** button to continue. The username and password you enter will serve as your credentials when you return to the site.

* Please enter the name of your group
(ex: ABC Travel International)

* Username
(ex: abctravel)

* Password

☐ Show Password

Create Group

Contact Profile

Please complete the following fields.

* Indicates required fields.

* First Name

* Last Name

* Company
Test

* Address

Postal Code

State/Province
Please Select >

* Phone Number

* Email ⓘ

* **Please provide any background information on your group's attendance in previous years.**

exhibiting in the hall

▼ ✓ **What is your participation in this year's 2026 BIO International Convention?**
Exhibitor

- ☐ Attendee   ☑ Exhibitor
- ☐ Investor   ☐ International Public Official
- ☐ Media   ☐ Speaker
- ☐ Sponsor   ☐ Student
- ☐ Sharee

- As the organizer for your group, the first time you log in, you will be asked to confirm your contact information and a few questions regarding your group's attendance. After you have completed this, click Save.

Save →

- Review the Room Block Request policies and click Begin to start your request.

- A minimum of (4) four hotel/room-type choices are required. Please pay specific attention to the room type as you make your selections. Once hotel choices are selected, click the arrows to place your hotels in the order of preference. To remove a selected hotel, click the red "x".

- Click "Next" to continue

- Use the arrows to adjust the order of preference. These additional criteria will assist us with assigning your room block. Click Next to proceed.

- Enter your earliest arrival and latest departure date, the total number of rooms you need on the main event nights (minimum of 10); then click the Apply button.

Room Nights Criteria

Main Event Nights:
Mon, Jun 22, 2026 - Thu, Jun 25, 2026

Select Your Block Dates

Enter your earliest arrival date and latest departure date, the total number of rooms you need on the main event nights, then click Apply.

Arrival Date	Departure Date
2026-06-21	2026-06-25

Use the (+ / -) buttons below to select how many rooms you need for the main event night (Monday, June 22) - then click "Apply"
Please note that a minimum of (10) rooms is required.

⊖ 10 ⊕

Apply

- The website will refresh and provide you with an opportunity to adjust the number of rooms your group will need each night. Use the -/+ buttons to decrease or increase the number of rooms needed per night. Once you have adjusted the number of rooms as needed, click Next.

Room Nights
The suggested distribution of room nights is shown below. You may make adjustments as needed.

Date	Rooms	
Sun, Jun 21 2026	⊖	95% 8 ⊕
Mon, Jun 22 2026	⊖	100% 10 ⊕
Tue, Jun 23 2026	⊖	100% 10 ⊕
Wed, Jun 24 2026	⊖	95% 7 ⊕

Special Requests

Characters remaining: 4000
This section allows you to submit any special requests or additional information in regards to your Block Request.

If you are requesting over 5% above your historical pick-up, enter your reasoning here.

- You will have the opportunity to review and return to edit your block request on the Block Request Summary. If you need to make any changes, use the edit button within that section. Once finished, click the **Submit Block Request** button.


- Your hotel room block has been submitted. You will receive an email confirmation of your submission.
  - In 3-5 business days you will receive another email with your room block assignment and next steps. **You must follow the next steps to guarantee your room block.**
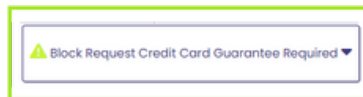

After your room block has been guaranteed

- As the Group Contact, you can reserve hotel rooms for individuals by clicking on the Manage Group or Hotel Reservation button on the main Dashboard.
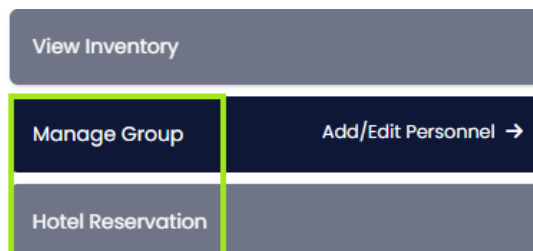
- By clicking on the **Hotel Reservation** button, you will be able to book a room for an individual in your group at your assigned hotel.

- By clicking on the **Manage Group** a new screen will open called the "Group Summary" page which provides a summary for all individuals in your group. Click on the "**Add New Person**" button.

Group Summary

⊞ Dashboard

▸ Add New Person

▸ Export Personnel

▸ Filter
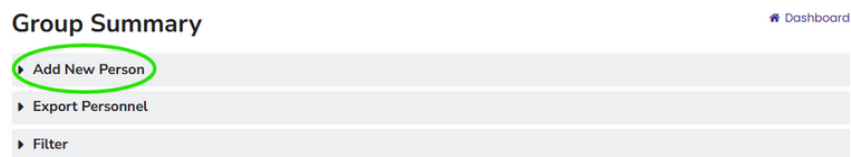
- Complete the individual's profile
- You may also choose **Hotel Reservation** or **Invite**.
- If you are booking a room for this individual, please click **Hotel Reservation** and proceed through all steps.
- If you would like to invite this person to book their own room in your block, please choose the **Invite** option.
- There are further instructions on this process below.

Group Summary

▾ Add New Person

Please complete the following fields.

✶ indicates required fields.

✶ First Name

✶ Options
  ○ Hotel Reservation
  ○ Invite

✶ Last Name

✶ Company

305test

✶ Email ⓘ

- After submitting the individual's hotel room information, their reservation is not complete until a credit card has been added for guarantee. Click the Red dollar sign under Balance Due to add the credit card.

Last Name	Company	Hotel	Balance Due
TestTest	JLTest	✚ Room	
Smith	JLTest	Room ▾	💲
Smith	JLTest	Room ▾	

- In the "Hotel" column…
  - a **BLACK** button means that their reservation details have not yet been entered.
    - *Click to start their hotel reservation.*
  - a **YELLOW** button means that you still need to complete their reservation.
  - a **GREEN** button means that the individual's hotel reservation is complete.

Invite Feature

- As the Group Contact, you can invite individuals in your group to complete their own housing information, book a room, or even add a credit card for payment.
- As you are adding a new person - select the **invite** bubble, then click **add**

- As an additional option, you may also use the **Invite** button shown below. This invite checkbox is used when guests are already added to your group, and you would like them to complete their hotel reservation or a payment.

- As a final option, you may also click **Group Invitation Link** and provide the link for your participants to book a hotel reservation within your block.

- The guest who is sent an invite, will then receive an email invite as shown below.

Invitation

Your contact has reserved a room block for the 2026 BIO International Convention. Click the link below to secure your hotel reservation now.

Click here to access your hotel reservation

- The link in the Invite email is personalized for that specific guest. Upon clicking the link, they will be directed to complete their housing reservation or add a credit card for payment.
  - If they need to add a hotel, clicking the link in the email will bring them here →

- If they need to add a credit card ONLY, clicking the link in the confirmation email will bring them here →

- If your company has a room block, the guest will see only the rooms at your assigned hotel. Any reservation made will be part of that block.
- Once the credit card is added, they will have the ability to view their confirmation.

See You San Diego!

As the group contact, you can return to the dashboard at any time to manage your group, using the credentials you created at the beginning of the process.

For any questions regarding your group booking process - email biogroup@maritz.com