



MILLENNIUM

HOTELS AND RESORTS

More than Meets the Eye

HOW TO ACCESS YOUR CONFERENCE ACCOMMODATION RATES

1. Go to www.millenniumhotels.com
2. Click on **Book A Hotel**
3. **Enter your booking details.** Choose your destination by typing the hotel name, select your check in and check out dates and how many people the booking includes. *Please note, if you need more than one room, you will need to repeat this process once you reach the checkout page.*
4. **Add Your Group Code** and click on **Search.**

Enter your booking details Close X

Destination What's your destination city or hotel?

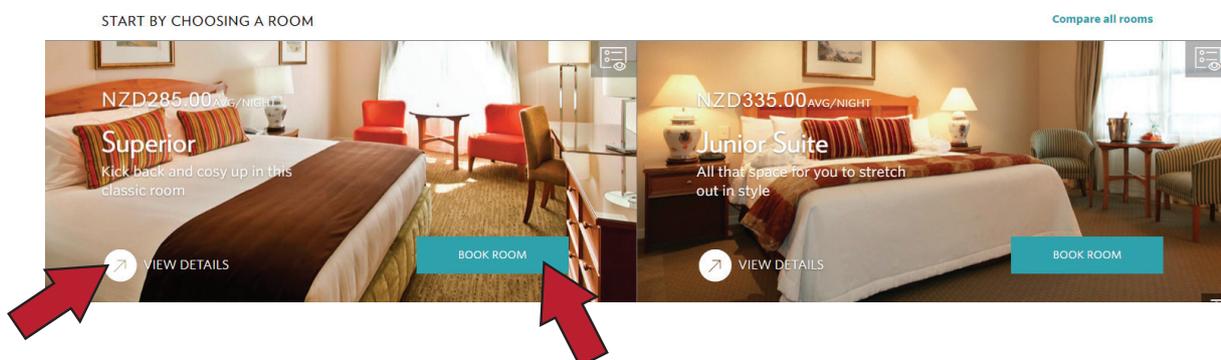
Dates Select check in date

August 2016							September 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6				1	2	3	
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

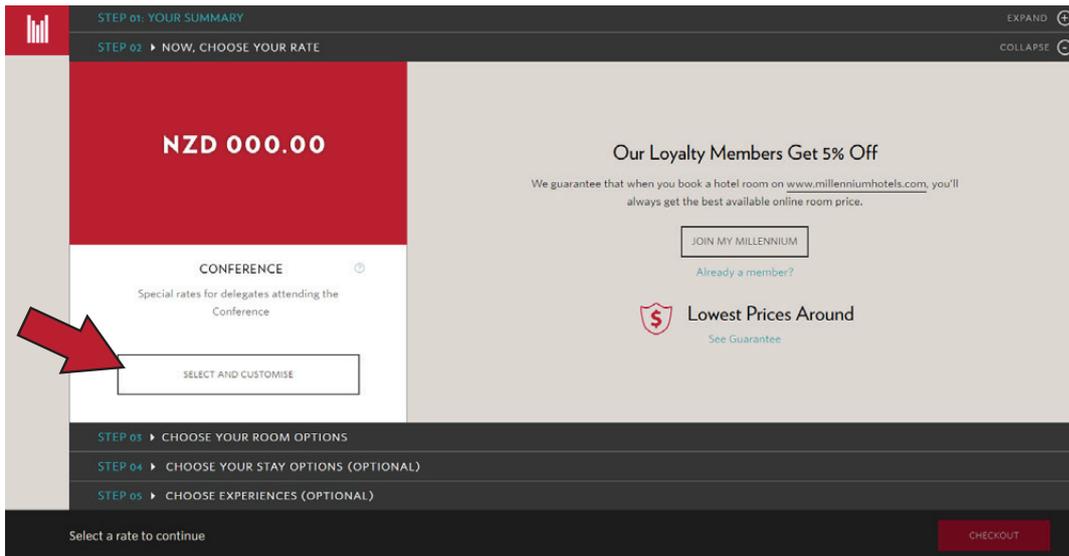
Occupancy 1 Room 1 Adult Change

Please select a destination to continue SEARCH

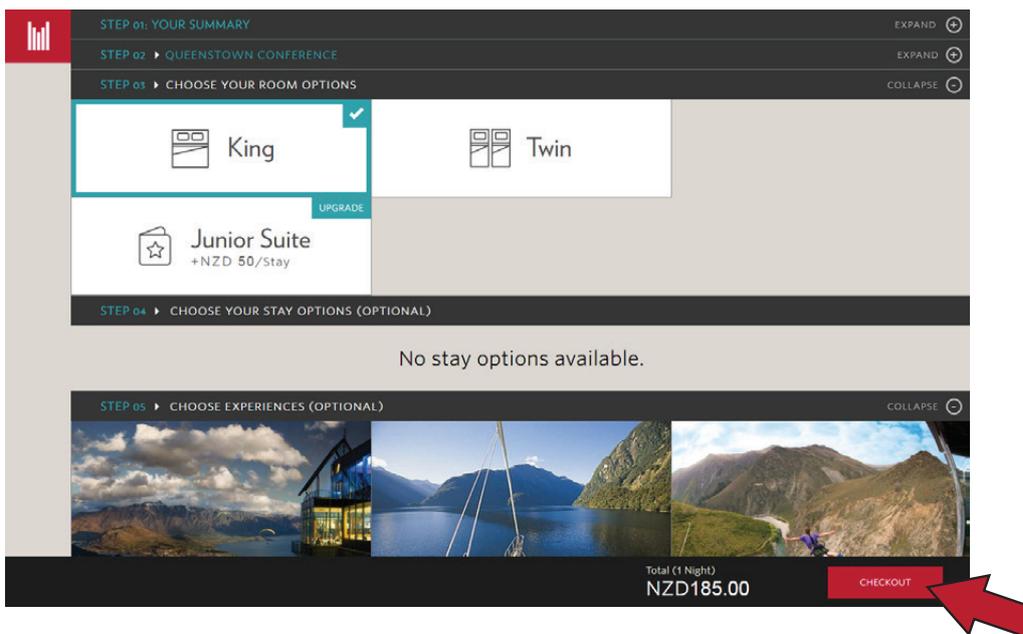
5. **Choose Your Room.** Available rooms will display. To view room features click on View Details or click the quick look feature in the top right corner of the room image. Once you have chosen your room click on **Book Room.**



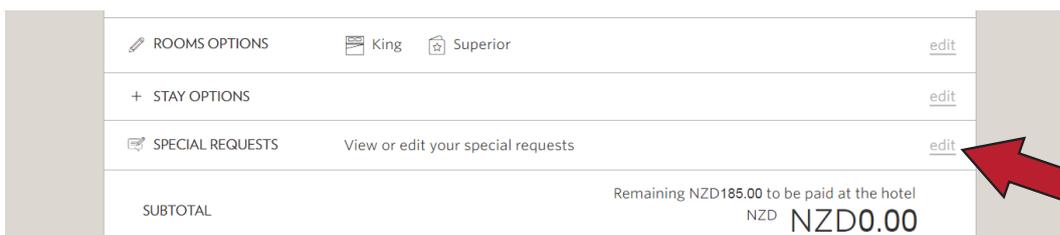
6. Your Conference rate will be displayed, click on **Select and Customise**.



7. **Choose Your Room Options.** Select your room configuration, stay options and any optional extras. Then proceed to **Checkout**.



8. **Review Your Cart.** Any additional comments relating to charge back, special requirements, late arrival time etc. can be entered by free typing in the **Special Requirements** box. Please tell us anything else we need to know to ensure you have a great stay.



9. To continue to the checkout, scroll to the bottom of the page and select **Register with us for express checkout**. Sign in with an existing account or if you are a new guest select **Sign On Now**.

To add more room nights, click on **Continue Shopping** at the top of the page.

10. Fill in your payment information and click on **Book Now** to complete your booking.

For further assistance, please contact our reservations team and quote your group code.

NZ Reservations

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