



**Internet Group Reservation Instructions
EEI, Army Environmental Center
"DERP Workshop"
November 1-5, 2004**

- ❖ Click on link below.

<http://www.marriotthuntvalley.com/>

Click 

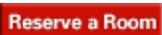
This is located below our fax number to the left of the picture of the hotel.

1 Availability **2** Rates **3** Preferences **4** Confirm Details **5** Guest Information **6** Confirmation

- ❖ Enter check-in and check-out dates. Make sure check-in and check-out dates are within the range of November 1 through November 5. If dates are outside of this range, reservation will have to be made via phone at 410-785-7000 or 800-228-9290.
- ❖ Enter "**Number of Guests**".
- ❖ Enter "**Marriott Rewards Number**" (if applicable).
- ❖ Skip to the last box which asks for the "**Group Code**". Enter the following code: "**DERDERA**". Do not enter the quotes. Code is not case sensitive. However, code letters must be exact. On the next screen, the group name will appear with the group rate of \$119.00. Follow the rest of the reservation through confirmation.

Click Check Rates & Availability 

- ❖ Verify check-in, check-out date, and group rate of \$119.00. If all is correct,

Click 
1 Availability **2** Rates **3** Preferences **4** Confirm Details **5** Guest Information **6** Confirmation

- ❖ Select any preferences including bed type, smoking or non-smoking, etc...

Click Continue 

1 Availability **2** Rates **3** Preferences **4** Confirm Details **5** Guest Information **6** Confirmation

- ❖ Verify check-in, check-out date, group rate of \$119.00, and preferences. If all is correct,

Click Continue 

- ❖ Enter name, address, e-mail address, phone, Marriott Rewards Number, and credit card information. The guest information in **bold** are required fields and must be entered. Once you have completed,

[Click Complete Reservation](#)



- ❖ Once you get to this screen, a confirmation number is provided and an e-mailed confirmation is also sent to the e-mail address you provided in the profile. You may also print this page out for your records.

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- ❖ This web-site is the property of Marriott International, Inc. For information on the Marriott International, Inc. Internet Privacy Statement, click on the link below:

<http://www.marriott.com/privacy.asp>

- ❖ For additional questions or concerns regarding the use of this reservation method, please contact our Reservations Department at 410-785-7000.

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