

Guide to Booking Your Hotel Accommodations

STEP 1

Sign into your registration profile.

Please note: You must be registered for the conference to make a hotel reservation.

STEP 2

If you haven't completed your profile, you may be asked to answer a few brief questions before you reach the **“My Account”** page and can make your hotel reservation.

*Please note: You will be brought directly to your **“My Account”** page if your profile has already been completed.*

STEP 3

On the “My Account” page, select “Book Hotel.”

My Account

Thank you again for registering. As the conference gets closer, we'll be releasing new details about sessions, keynotes, member presentations and much more. Please be sure to add GlobalConferences@gartner.com to your safe sender list or address book so you don't miss any exciting updates. If you have any questions please contact the [Gartner Global Conferences Team](#).

[My Gartner Profile](#) [Edit](#)

[My Registration Profile](#) [Edit](#)



Ready to Book Your Hotel?

Book your hotel reservation now to ensure that your preferred hotel is available at the conference hotel rate.

[BOOK HOTEL](#)

STEP 4

Select your check-in and check-out dates and click . Once you have entered your dates, a listing of all available hotels will display. Select the hotel you are interested in to view more information about the specific property or to make your selection.

Please note: Hotel booking codes are not required to reserve a room, however if you have been provided a code please include it here.

The screenshot shows the Gartner website interface for hotel booking. At the top, there's a navigation bar with 'Gartner' logo and links for 'CONFERENCE INFO', 'MY REGISTRATION', and 'REGISTRATION SUPPORT'. Below the navigation, there are input fields for 'Check-in date' (03/23/2020) and 'Check-out date' (03/27/2020), along with a search icon. The location is set to 'Gaylord Texan, Grapevine, TX' for 'Mar 23 - 26, 2020'. Below the search bar, it says '2 available hotels'. Two hotel listings are shown: 'Gaylord Texan Hotel & Convention Center' with a starting price of \$219.00 per night, and 'Hyatt Regency DFW' also with a starting price of \$219.00 per night. Each listing includes a small image of the hotel and a brief description.

STEP 5

Select “Book” next to your desired room type if you would like to move forward with the reservation.

The screenshot shows the detailed view of the 'Gaylord Texan Hotel & Convention Center' listing. It includes a large image of the hotel, a description, and details about policies and amenities. The 'Policies' section lists 'Check-in: 3:00pm' and 'Check-out: 11:00am', with an 'Additional fee per night: \$20.00'. The 'Amenities' section lists 'Accessible Room', 'Air Conditioning', 'Iron and Iron Board', and 'Safe'. Below this, there's a 'Choose your room' section with a 'Standard Room' option, described as a 'standard Queen or King non-smoking room with basic room amenities'. The price is '\$219.00 per night' and there is a 'BOOK' button.

STEP 6

Your contact information will auto populate based on the information in your gartner.com account profile. In the payment section you will need to enter credit card details. You can also note your estimated time of arrival and any special requests. Special requests are based on availability, and the hotel will do their best to meet your needs.

When all the fields have been completed, review the reservation details and check the box confirming that you have read and accept the terms of the Terms & Conditions. Click **“Complete Booking”** to confirm your hotel reservation. Once the reservation is submitted a confirmation will be sent via email. This email will outline the complete reservation details as well as the cancellation policy.

*Please note: If you need to cancel or change your reservation you can sign into your registration profile or contact the **Gartner Conferences team** for assistance.*

Complete your booking

Additional Guest Information

Rewards number

249 characters remaining

Special requests

492 characters remaining

Estimated time of arrival

493 characters remaining

Payment Information

Card Type
Card Number **CW**


Month **Year** **First Name** **Last Name**

Terms and Conditions

Reservation cancellations made prior to 5:00 p.m. EDT on Thursday, February 27, 2020 will not incur cancellation fees. After 5:00 p.m. EDT on Thursday, February 27, 2020, the hotel will charge a non-refundable deposit of the two night minimum stay, including applicable taxes and resort fees, to the credit card provided at the time of booking. The rate provided at the time of booking and listed in your confirmation email will be the rate charged by the hotel for your non-refundable deposit. Government rate rooms will not be charged until check-in and are subject to the same cancellation policies outlined above. Failure to check-in on your scheduled arrival date will result in the cancellation of your entire reservation and will be subject to the cancellation penalty. Please note, if you cancel your conference registration you will need to cancel your hotel reservation separately.

I agree to the terms and conditions

Booking Summary



Gaylord Texan Hotel & Convention Center
 1501 Gaylord Trail, Grapevine

Room Type: Standard Room
Check-in: Mon, Mar 23, 2020
Check-out: Fri, Mar 27, 2020
 4-night stay

Standard Room	
Room 1:	\$876.00
4 nights x rate	
Additional fees	\$80.00
Taxes (13%)	\$124.28
Total	\$1,080.28

Total
\$1,080.28
COMPLETE BOOKING