

Reminders for Making Convention Hotel Reservations

Please carefully adhere to the following instructions as you make your hotel reservations. Doing so will assist the organization in upholding its agreements for securing hotel rooms for those in need.

- (1) You may view the *Rooming List* for a convention by logging in to <https://rl.jw.org> and entering the unique event and access codes for that convention. If you do not have the event and access codes for the convention you plan to attend, contact your congregation secretary. Alternatively, a printed copy of the *Rooming List* is posted on the congregation's information board. Hotel reservations may be made by using the link to the hotel's website or by telephone.
- (2) Do not post rooming information (event and access codes and hotel information) to social media or on the Internet or share it with others who are not associated with your congregation.
- (3) Stay only in the hotels on the *Rooming List*. Accept only the rate shown on the list. Failure to do so can directly affect the possibility of holding future conventions in a city. If no more rooms are available at a particular hotel at the approved rate, please call another hotel on the list.
- (4) Do not call hotels that are not on the list to ask if they have a rate for our conventions.
- (5) Obtain a confirmation number for each room reserved, and make your deposit within ten days by debit/credit card, check, or money order.
- (6) Each room should be reserved in the name of the person who will actually occupy it. Each one should reserve rooms only for his own use or in behalf of someone who is not capable of doing so for himself. Some hotels report that many rooms are reserved and then cancelled (even at the last minute). This causes difficulty and can bring reproach on the organization.
- (7) If you must cancel a reservation, do so well in advance of the convention so that others needing accommodations can use the room. Be sure to get a cancellation number. If you cancel a room less than 48 hours ahead, your deposit will not be refunded.
- (8) Fire code regulations restrict the total number of persons—of any age—allowed in each hotel room. Unless otherwise stated on the *Rooming List*, this restriction is usually four persons per room. How does this affect your reservations? If your family or group, including children, has more persons than a hotel allows in a room, you will need to reserve more than one room or reserve a room from a hotel on the *Rooming List* that legally allows more persons.—Heb. 13:18.
- (9) If no rooms at the approved rate are available after calling all the hotels listed, if you have a problem with a hotel, or if you need information on accommodations for a different convention, inform your congregation secretary. He will communicate with the convention Rooming Department.
- (10) Please also note that if you use a debit or credit card to register at a hotel, it is standard practice for the hotel to place a hold on the amount of money in your account that will cover your total room cost, plus any possible damages or incidentals during your stay. You will not be able to use that money until your total hotel bill is settled within a few days after your stay.