

HOW TO BOOK YOUR HOTEL RESERVATION:

Below is a guide outlining how to book your hotel reservation for the Orlando Symposium/ITxpo 2018. Please remember that only registered attendees are able to make a hotel reservation. If you require further assistance, please contact [Gartner Global Events](#) at 1.866.405.2511.

1. Login to your [Gartner event registration profile](#) in your Gartner.com account.


2. On the “**My Account**” page, select “**Book Hotel**” in the blue box. If you have not completed your profile, you may be asked to answer a few brief questions before you reach your account page and can make your hotel reservation.

My Account


Thank you again for registering. As the event gets closer, we'll be releasing new details about sessions, guest keynote presentations, Gartner Analyst One-on-One Meetings and more. Please be sure to add GartnerGlobalEvents@gartner.com to your safe sender list or address book so that you don't miss any exciting updates. If you have any questions please contact the [Gartner Global Events 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](#)

3. Select your check-in and check-out dates and click **“Search.”** Please note that hotel codes are not required to reserve a room, however if you have been provided a code please type it in and click **“Search.”**

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SYMPOSIUM | ITXPO®
 14 – 18 October 2018 / Orlando, Florida

The World's Most Important
 Gathering of CIOs and
 Senior IT Executives

2018 NA Symposium/ITxpo

Orlando, FL
 Oct 14 - 18
 in 6 months

Thank you for registering for the 2018 NA Symposium/ITxpo. Please select your desired check in and check out dates to make a hotel reservation.

All reservations made at the Walt Disney World Swan and Dolphin requires a minimum 4 night stay. All other Symposium/ITxpo hotels require a minimum 3 night stay.

Oct 14, 2018

Oct 18, 2018

1

Rooms

If you have been given a Hotel Code, please enter it before moving onto the next step. Please note, a hotel code is not required to make your reservation.

Hotel Code

Search

4. Once you have entered your dates, a listing of all available hotels will display on the next screen. Please note that you have the option to filter by price and/or hotel name in the left column. To see more information about a specific property or to make your selection click **“Select Hotel.”**

The rate displayed on the page will be the lowest available rate at each property, including government rates if you are eligible. To see all of the rates available at a property, select the **“Rooms”** tab.

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Oct 14, 2018

Oct 18, 2018

1

Rooms


Update Search

Filter By

Price
 \$129.00 - \$339.00

Hotel Name
 Search by hotel name


17 Available Hotels



Walt Disney World Dolphin Resort
 1500 Epcot Resorts Blvd
 From **\$339.00** / Night

Located in the heart of the most magical place on earth, the Walt Disney World Swan and Dolphin Resort provides a truly extraordinary backdrop for your Orlando vacation or meeting. Inside our magnificent Disney resort, an environment of elegance and sophistication...

Overview
 Rooms
 Select Hotel



Walt Disney World Swan Resort
 1500 Epcot Resorts Blvd
 From **\$339.00** / Night


Located in the heart of the most magical place on earth, the Walt Disney World Swan and Dolphin Resort provides a truly extraordinary backdrop for your Orlando vacation or meeting. Inside our magnificent Disney resort, an environment of elegance and sophistication...

Overview
 Rooms
 Select Hotel


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Oct 14, 2018
1


Rooms

Oct 18, 2018
Update Search

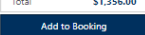
Walt Disney World Dolphin Resort
1500 Epcot Resorts Blvd 



Standard Room 

This is a standard Queen or King non-smoking room with basic room amenities. Room type is based on the hotel availability at the time of check in.

Oct 6	Oct 7	Mon Oct 8	Oct 9	Wed Oct 10	Thu Oct 11	Oct 12	Oct 13	Check in	Check out	Oct 14	Mon Oct 15	Tue Oct 16	Wed Oct 17	Thu Oct 18
\$309.00	\$309.00	\$309.00	\$309.00	\$309.00	\$309.00	\$119.00	\$119.00			\$139.00	\$139.00	\$139.00	\$139.00	\$139.00



1 Room
1 Guest
Nights 4
Total **\$1,356.00**

Add to Booking

Booking Summary

Walt Disney World Dolphin Resort

Please add a room to your booking before continuing.

For any questions while booking, please reference Hotel FAQs and our Hotel Booking Guide or contact contact the Gartner Global Events Team at 866.405.2511.

Room Reservation Agreement

From the time of booking you have 3 business days to cancel your reservation without penalty. Cancellations made outside of this window will be charged a non-refundable one night stay. All cancellations made after 5:00 p.m. EDT on Thursday, September 6 will be charged the full minimum night stay. Please note, public sector rooms are subject to the same terms and conditions. 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.

After September 6 at 5:00 p.m. EDT, all hotels will charge a NON-refundable deposit of the minimum night stay to the credit card provided at the time of booking, with the exception of GSA rated rooms which will be charged on arrival.

- | | | | | | | | | |
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| Gartner
SYMPOSIUM ITXPO®
14 – 18 October 2018 / Orlando, Florida | The World's Most Important
Gathering of CIOs and
Senior IT Executives | <table border="1" style="margin-bottom: 5px;"> <tr> <td style="padding: 2px 10px;">Oct 14, 2018</td> <td style="padding: 2px 10px;"></td> </tr> <tr> <td style="padding: 2px 10px;">Oct 18, 2018</td> <td style="padding: 2px 10px;"></td> </tr> </table> <table border="1" style="float: left; margin-right: 10px;"> <tr> <td style="padding: 2px 10px;">1</td> <td style="padding: 2px 10px;">Rooms</td> </tr> </table> Update Search | Oct 14, 2018 | | Oct 18, 2018 | | 1 | Rooms |
| Oct 14, 2018 | | | | | | | | |
| Oct 18, 2018 | | | | | | | | |
| 1 | Rooms | | | | | | | |

Walt Disney World Dolphin Resort

1500 Epcot Resorts Blvd HQ

Booking
Hotel Overview

Standard Room

This is a standard Queen or King non-smoking room with basic room amenities. Room type is based on the hotel availability at the time of check-in.

Check-in										Check-out		
Tue Oct 6	Wed Oct 7	Thu Oct 8	Fri Oct 9	Sat Oct 10	Sun Oct 11	Mon Oct 12	Tue Oct 13	Wed Oct 14	Thu Oct 15	Fri Oct 16	Sat Oct 17	Sun Oct 18
\$159.00	\$159.00	\$159.00	\$159.00	\$159.00	\$159.00	\$159.00	\$159.00	\$159.00	\$159.00	\$159.00	\$159.00	\$159.00

1 Room

1 Guest

Nights **4**

Total **\$1,356.00**

Add to Booking

Booking Summary

Walt Disney World Dolphin Resort

 - Room 1 \$1,356.00
 - Taxes & Fees \$269.50
 - Oct 14, 2018 Oct 18, 2018
 - Standard Room

\$1,625.50
- For any questions while booking, please reference [Hotel FAQs](#) and our [Hotel Booking Guide](#) or contact contact the [Gartner Global Events Team](#) at 866.405.2511.
- [Continue](#)
- ### Room Reservation Agreement

From the time of booking you have 3 business days to cancel your reservation without penalty. Cancellations made outside of this window will be charged a non-refundable one night stay. All cancellations made after 5:00 p.m. EDT on Thursday, September 6 will be charged the full minimum night stay. Please note, public sector rooms are subject to the same terms and conditions. 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.

After September 6 at 5:00 p.m. EDT, all hotels will charge a NON-refundable deposit of the minimum night stay to the credit card provided at the time of booking, with the exception of GSA rated rooms which will be charged on arrival.

- Your contact information will auto populate based on the information in your gartner.com account profile. You can also include an additional email address to receive a copy of your confirmation emails. In the payment section you will need to enter your credit card details. You can also note your estimated time of arrival. While this does not guarantee early/late check-in with the hotel it will be communicated to them.

Please Note: Credit cards are not charged at this time. After September 6, all hotels will charge the minimum night stay to the credit card provided at the time of booking, with the exception of GSA rated rooms which will be charged on arrival. You will need to show your credit card at check-in. Failure to check-in on your scheduled arrival date will result in a cancellation of your entire reservation, and your credit card will be charged for the entire length of your stay. If you transfer your reservation to another attendee you must provide updated credit card information otherwise the original card provided will be charged.

When all the fields have been completed select **“Review.”**

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Oct 14, 2018

Oct 18, 2018

1 Rooms

New Search

Complete your Booking

Contact Information

Gartner Salutation John Smith

50 Gatehouse Rd Address 2

Stamford United States Connecticut

06902-79 2033163317x3317 # Hotel Loyalty

john.smith@test-reg.gartr john.smith@test-reg.gartr Cc Emails

Guest Information

Room 1: Standard Room Check-in: Oct 14, 2018 Check-out: Oct 18, 2018 1 Adult

Guest 1 Salutation John Smith

john.smith@test-reg.gartner.com

Special Request

Please Note: Hotels are often unable to confirm special requests until check in.

Payment Information

Select Card Type* Card Number*

Exp. Mon* Exp. Year*

Cardholder Name*

Estimated Time of Arrival

Estimated arrival time at the hotel (early check-in is not guaranteed)

Select Estimated Time of Arrival

Booking Summary

Walt Disney World Dolphin

Room 1 \$1,356.00

Taxes & Fees \$269.50

Oct 14, 2018 Oct 18, 2018

Standard Room

\$1,625.50

Please review your room choice and provide a credit card to hold the room. Your credit card will not be charged at this time.

Review >

[Personal Information Policy](#)

- Review the reservation details and check the box confirming that you have read and accept the booking terms. Click **"Checkout."**

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 and cut-off dates should any changes need to be made.

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Oct 14, 2018
 1 Rooms
 New Search

Review and Submit Reservation

Reservation Details
[Edit](#)

Walt Disney World Dolphin Resort **HQ**
Number of Rooms 1
Total Number of Nights 5

Room #	Guest Name	Room	Check-in	Check-out		Subtotal
Room 1 >	John Smith	Standard Room	Oct 14, 2018 4:00 PM	Oct 18, 2018 11:00 AM	Room Subtotal	\$1,356.00
					Taxes & Fees	\$269.50
Reservation Total						\$1,625.50

Price Summary

Room 1	\$1,356.00
Taxes & Fees	\$269.50
Total	\$1,625.50

Please review the information before submitting your reservation. Once submitted, you can log back into your account to make changes to your reservation prior to September 6, 2018 at 5:00 p.m. EDT.

[Checkout >](#)

Contact Information
[Edit](#)

Name	Company	Address	Telephone	Email
John Smith	Gartner	56 Gatehouse Rd Stamford, Connecticut, 06902-79 United States	2033163317x3317	john.smith@test-reg.gartner.com

Payment Information
[Edit](#)

Payment Type	Credit Card Type	Credit Card Number	Exp. Date	Name on Credit Card
Credit Card	Visa	*****1111	7/2020	John Smith

Room Reservation Agreement

From the time of booking you have 3 business days to cancel your reservation without penalty. Cancellations made outside of this window will be charged a non-refundable one night stay. All cancellations made after 5:00 p.m. EDT on Thursday, September 6 will be charged the full minimum night stay. Please note, public sector rooms are subject to the same terms and conditions. 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.

After September 6 at 5:00 p.m. EDT, all hotels will charge a NON-refundable deposit of the minimum night stay to the credit card provided at the time of booking, with the exception of GSA rated rooms which will be charged on arrival.

IMPORTANT
 Please confirm that you have read the Room Reservation Agreement above. You will not be able to proceed with your booking until you check that you have read and agree to the above terms.

☐ I have read and accept the Room Reservation Agreement

9. Your hotel reservation is now complete, and you will see a full summary of your reservation.

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Oct 14, 2018
 Oct 18, 2018
 1 Rooms
 New Search

Reservation Completed

Notification

Thank you for reserving a room for 2018 NA Symposium/ITXpo in Orlando, FL. Please note your hotel confirmation number will be sent to you in a separate email a few weeks prior to your arrival.

To log back into your Gartner.com Account to make changes, [click here](#). You may also contact the Gartner Global Events Team to make changes until September 6 at 5:00 p.m. EDT. After September 6, you will need to contact the hotel directly to make to changes to your reservation.

If you have any questions, please contact the Gartner Global Events Team at Phone: 866.405.2511 or +1 650.226.0825 or Email: GartnerGlobalEvents@gartner.com.

Reservation Details

Walt Disney World Dolphin Resort **HQ** **Number of Rooms 1** **Total Number of Nights 4**

Room #	Guest Name	Room	Check-in	Check-out	Room Subtotal	Taxes & Fees	Subtotal
Room 1 >	John Smith	Standard Room	Oct 14, 2018 4:00 PM	Oct 18, 2018 11:00 AM	\$1,356.00	\$269.50	\$1,625.50
Reservation Total							\$1,625.50

Price Summary

Room 1	\$1,356.00
Taxes & Fees	\$269.50
Total	\$1,625.50

Contact Information

Name	Company	Address	Telephone	Email
John Smith	Gartner	56 Gatehouse Rd Stamford, Connecticut, 06902-79 United States	2033163317x3317	john.smith@test-reg.gartner.com

Payment Information

Payment Type	Credit Card Type	Credit Card Number	Exp. Date	Name on Credit Card
Credit Card	Visa	*****1111	7/2020	John Smith

Room Reservation Agreement

From the time of booking you have 3 business days to cancel your reservation without penalty. Cancellations made outside of this window will be charged a non-refundable one night stay. All cancellations made after 5:00 p.m. EDT on Thursday, September 6 will be charged the full minimum night stay. Please note, public sector rooms are subject to the same terms and conditions. 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.

After September 6 at 5:00 p.m. EDT, all hotels will charge a NON-refundable deposit of the minimum night stay to the credit card provided at the time of booking, with the exception of GSA rated rooms which will be charged on arrival.

Please note that if you need to cancel or change your reservation prior to 5:00 p.m. EDT on September 6, 2018 you can either log back into your account or click on the “Request for Change” icon found at the bottom of your email confirmation (as seen below).

Request for Change

To change names, dates, modify or cancel your reservation, please click on the Request for Change button or use link below.

[Request for Change](#)

You can also contact [Gartner Global Events](#) at 1.866.405.2511 for assistance. After 5:00 p.m. EDT on September 6, any changes or cancellations must be made directly with the hotel.