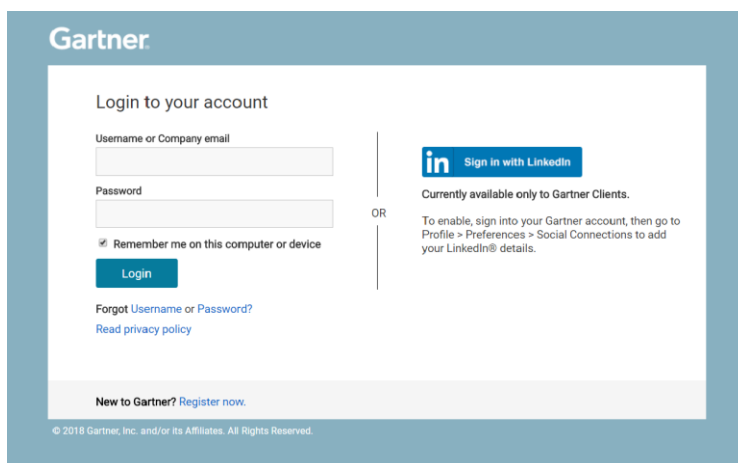


## HOW TO BOOK YOUR HOTEL RESERVATION:

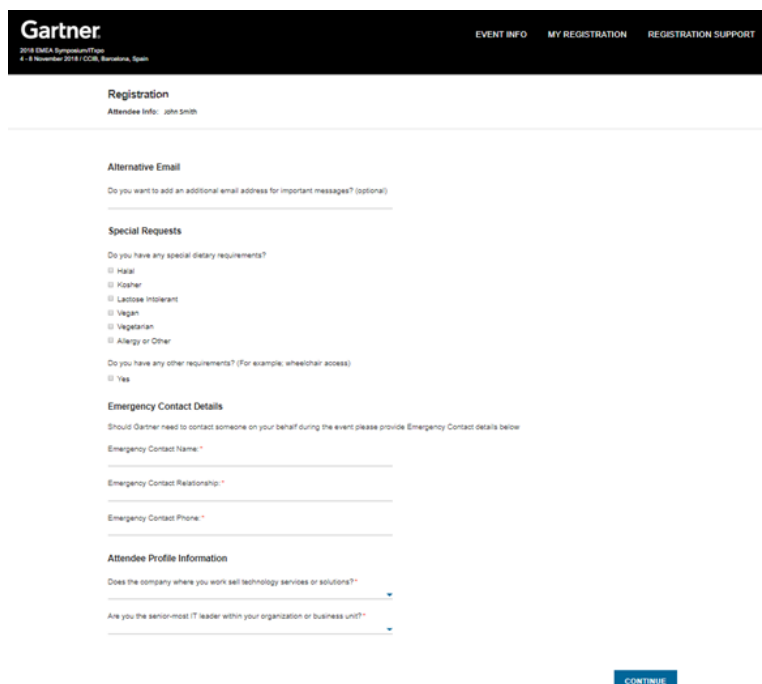
The guide below outlines how to book your hotel reservation for the Barcelona Symposium/ITXpo 2018. Please remember that only registered attendees are able to make a hotel reservation. If you require further assistance, please contact [Gartner Global Events](#) at +44 20 3868 5238.

1. Log into your [Gartner event registration profile](#) in your Gartner.com account.



2. If you have not 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 that you will be brought directly to your **“My Account”** page if your profile has already been completed.*



- On the **"My Account"** page, select **"Book Hotel"** in the blue box.

## 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](mailto: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](#)

- 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."**

**Gartner.**  
**SYMPOSIUM ITXPO®**  
 4 – 8 November 2018 / Barcelona, Spain

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

2018 EMEA Symposium/ITXpo
 

Barcelona,  
 Nov 4 - 8  
 in 6 months

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

Nov 4, 2018

Nov 8, 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

- 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."**

*Please note that the rate displayed on the page will be the lowest available rate at each property. To see all of the rates available at a property, select the **"Rooms"** tab.*

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Nov 4, 2018

Nov 8, 2018

1

Rooms

Update Search

Filter By  
 Price  
 €99.00 - €399.00  
 Hotel Name  
 Search by hotel name

26 Available Hotels
 

**SB Diagonal Zero**  
 Plaça de Llevant, 10m from the event  
 From **€225.00 / Night**  
 This colorful, contemporary hotel features warm, modern rooms with wood accents.  
 The Hotel SB Diagonal Zero has a stylish restaurant, an elegant cocktail bar, a refined day spa and indoor/outdoor pools. Other amenities include a...  
[Overview](#) [Rooms](#) [Select Hotel](#)

**Barcelona Princess**  
 Avinguda Diagonal, 1.1km from the event  
 From **€239.00 / Night**  
 The Barcelona Princess Hotel is an imposing skyscraper designed by the architect Oscar Tusquets. Located in a perfect spot whether your stay is for business or pleasure. In its interior, characterised by a modern and sleek design, all rooms are fully equipped. Its modern...  
[Overview](#) [Rooms](#) [Select Hotel](#)

- If you would like to move forward with your selection click **“Add to Booking”** to review the reservation details. You will also notice a black **“Hotel Overview”** tab where you can view additional information and details about the hotel.

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Nov 4, 2018  
Nov 8, 2018  
1 Rooms  
Update Search

**AC Hotel Barcelona Forum by Marriott**  
Passeig del Taulat, 278 1.2km from the event

Booking

Hotel Overview



**Standard Room** 🛏️

Standard rooms have 1 Queen bed or 2 Twin beds. The rooms measure 24 sqm.

The quoted rate includes accommodation and breakfast. All rates are subject to 10% VAT. Please note an additional city tax charge of €1.21 per person per night will be added by the hotel.

1 Room  
1 Guest  
Nights: 4  
Total: €960.00  
Add to Booking

Tue Oct 30 €240.00	Wed Oct 31 €240.00	Thu Nov 1 €240.00	Fri Nov 2 €240.00	Sat Nov 3 €240.00	<b>Sun 4 €240.00</b>	<b>Mon 5 €240.00</b>	Tue Nov 6 €240.00	Wed Nov 7 €240.00	Thu Nov 8 €240.00	Fri Nov 9 €240.00	Sat Nov 10 €240.00
--------------------------	--------------------------	-------------------------	-------------------------	-------------------------	--------------------------	--------------------------	-------------------------	-------------------------	-------------------------	-------------------------	--------------------------

**Room Reservation Agreement**  
All rates are subject to 10% VAT. Please note that an additional city tax charge of €1.21 per person per night will be added by the hotel.  
Reservation cancellations or partial reductions of stay made prior to 5pm GMT on Thursday, 18 October 2018, will not incur penalty fees. After 5pm GMT on 18 October 2018, the hotel will charge the cost of the full reservation, including VAT and city tax, to the credit card provided at the time of booking.  
Reservation cancellations or partial reductions of stay made after **5pm GMT on 18 October 2018** are **non-refundable**. 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.

Booking Summary

**AC Hotel Barcelona Forum by Marriott**  
Please add a room to your booking before continuing.  
For any questions while booking, please contact Gartner Global Events at +44 20 3868 5238.

- Please review the reservation details to confirm they are correct and click **“Continue.”**

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Nov 4, 2018  
Nov 8, 2018  
1 Rooms  
Update Search

**AC Hotel Barcelona Forum by Marriott**  
Passeig del Taulat, 278 1.2km from the event

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Reservation cancellations or partial reductions of stay made after **5pm GMT on 18 October 2018** are **non-refundable**. 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.

Booking Summary

**AC Hotel Barcelona Forum by Marriott**  

- Room 1 €960.00
- Taxes & Fees €100.84
- Nov 4, 2018
- Nov 8, 2018
- Standard Room

**€1,060.84**

For any questions while booking, please contact Gartner Global Events at +44 20 3868 5238.

Continue >

8. 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 5pm GMT on 18 October, the hotel will charge the cost of the full reservation, including VAT and city tax, to the credit card provided at the time of booking. You will need to show your credit card at check-in. 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. 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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Nov 4, 2018

Nov 8, 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

**Group Information**

Will you require an early check in?  
Please Select Answer

**Guest Information** [Autofill](#)

Room 1: Standard Room Check-in: Nov 4, 2018 Check-out: Nov 8, 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**

**AC Hotel Barcelona Forum**

Room 1 €960.00 >

Taxes & Fees €100.84

Nov 4, 2018 Nov 8, 2018

Standard Room

**€1,060.84**

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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Nov 4, 2018

Nov 8, 2018

1

Rooms

New Search

### Review and Submit Reservation

Reservation Details

Edit

AC Hotel Barcelona Forum by Marriott Number of Rooms 1 Total Number of Nights 4

Room #	Guest Name	Room	Check-in	Check-out	Subtotal
Room 1 >	John Smith	Standard Room	Nov 4, 2018 3:00 PM	Nov 8, 2018 12:00 PM	Room Subtotal Taxes & Fees €960.00 €100.84
Reservation Total					€1,060.84

Contact Information

Edit

Name	Company	Address	Telephone	Email
John Smith	Gartner	50 Gatehouse Rd Stamford, Connecticut, 06902 79 United States	2033163317x3317	john.smith@test-reg.gartner.com
Estimated Arrival Time:		4:00 PM		
Will you require an early check in?:		NoEarly Check in Required		

Payment Information

Edit

Payment Type	Credit Card Type	Credit Card Number	Exp. Date	Name on Credit Card
Credit Card	Visa	*****1111	2/2020	John Smith

Room Reservation Agreement

All rates are subject to 10% VAT. Please note that an additional city tax charge of €1.21 per person per night will be added by the hotel.

Reservation cancellations or partial reductions of stay made prior to 5pm GMT on Thursday, 18 October 2018, will not incur penalty fees. After 5pm GMT on 18 October 2018, the hotel will charge the cost of the full reservation, including VAT and city tax, to the credit card provided at the time of booking.

Reservation cancellations or partial reductions of stay made after 5pm GMT on 18 October 2018 are non-refundable. 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.

**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

Price Summary

Room 1	€960.00
Taxes & Fees	€100.84
<b>Total</b>	<b>€1,060.84</b>

Once submitted, you can log back into your account to make changes to your reservation. Please note that cancellations or partial reductions of stay made after 5pm GMT on 18 October 2018 will be charged in full.

Checkout >

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

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Nov 4, 2018  
Nov 8, 2018  
1 Rooms  
New Search

### Reservation Completed

#### Notification

Thank you for reserving a room for the 2018 EMEA Symposium/ITXpo. Please note that 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 Gartner Global Events to make changes until your arrival.

If you have any questions, please contact Gartner Global Events at +44 20 3868 5238.

#### Price Summary

Room 1	€960.00
Taxes & Fees	€100.84
<b>Total</b>	<b>€1,060.84</b>

#### Reservation Details

AC Hotel Barcelona Forum by Marriott: Number of Rooms 1 Total Number of Nights 4

Room #	Guest Name	Room	Check-in	Check-out	Room Subtotal	Subtotal
Room 1 >	John Smith	Standard Room	Nov 4, 2018 3:00 PM	Nov 8, 2018 12:00 PM	€960.00	€960.00
					Taxes & Fees	€100.84
<b>Reservation Total</b>						<b>€1,060.84</b>

#### Contact Information

Name	Company	Address	Telephone	Email
John Smith	Gartner	50 Gatehouse Rd Stamford, Connecticut, 06902-79 United States	2033163317x3317	john.smith@test-reg.gartner.com
Estimated Arrival Time:		4:00 PM		
Will you require an early check in?:		NoEarly Check in Required		

#### Payment Information

Payment Type	Credit Card Type	Credit Card Number	Exp. Date	Name on Credit Card
Credit Card	Visa	*****1111	2/2020	John Smith

#### Room Reservation Agreement

All rates are subject to 10% VAT. Please note that an additional city tax charge of €1.21 per person per night will be added by the hotel.

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Reservation cancellations or partial reductions of stay made after 5pm GMT on 18 October 2018 are non-refundable. 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 that if you need to cancel or change your reservation you can either log into your [Gartner event registration profile](#) in your Gartner.com 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 +44 20 3868 5238 for assistance.