

Welcome to Humboldt State University's 2019 Conference Services program! We look forward to hosting you on our beautiful campus and want to make sure you have everything you'll need during your stay. Please find an instruction guide below for navigating your way through our Housing Reservations Portal to reserve your room while attending your conference. If you have any questions along the way, do not hesitate to reach out for help.

**Step 1.)** Go to the Conference Reservations portal at: <https://bit.ly/2Kcfx4R>

**Step 2.)** Once on the portal page, scroll down to find and select the conference you are planning to attend. Hit "Sign up" to continue. **DO NOT USE THE LOG-IN AT THE TOP OF THE PAGE UNLESS INSTRUCTED.**

**Step 3.)** Complete your personal details. Hit "Save & Continue".

**Step 4.)** Save your password, so that you may get back into your account if necessary. Hit "Save & Continue".

**Step 5.)** Review and sign the Liability Waiver, using the same name as you entered on your registration details.

**Step 6.)** Choose "yes" on "Do you require housing?" and complete the form with your room options and dates. Hit "Save & Continue". When entering your dates, make sure you use your arrival date and departure date, not just the conference dates of Monday – Friday. Think of this section like making a hotel reservation.

**Step 7.)** Choose a meal plan that aligns with the week's you plan to attend. If you are not attending a full conference term (Week 1,2 or 3, etc..) please note that the meal plans are for this full session, as indicated in the notation. If you have extreme dietary restrictions, allergies, or are not interested in purchasing the meal plan for the week you are staying, you may choose the "No Meal Plan" option. \*Many dietary restrictions can be accommodated, with prior notice given. Please e-mail [conferences@humboldt.edu](mailto:conferences@humboldt.edu) for more information.

**Step 8.)** Review your selections and pricing before continuing on to the payment page. If something doesn't seem right, please stop at this point and contact the Conference Coordinator for assistance.

**Step 9.)** Once you have reviewed your selections, hit the "Save & Continue" button to go to the payment page.

**Step 10.)** Once you have made your selection on Credit card or E-Check, continue to complete the form for payment, and then you will be presented with a summary page. If all is correct, hit "Submit Payment". Once your transaction is complete, you will be routed to the final receipt page. **Please print this page out for your records. It cannot be re-created afterwards. You should also receive an e-mailed receipt.**

You have now completed your Housing reservation and your room and meal plan will be ready for you when you arrive. If at any time you wish to cancel your reservation, please contact the Conference Coordinator immediately to get the process started. All cancellations made up to two weeks before your reservation date, will be eligible for a full refund. Any cancellations made after this date will be fined a \$75 cancellation fee.

Please feel free to reach out should you have any questions. The Conference Coordinator is available by phone or e-mail, Monday – Friday from 8am-5pm. Please call (707) 826-5312 or e-mail [conferences@humboldt.edu](mailto:conferences@humboldt.edu) for direct assistance.

Thank you & we look forward to hosting you this summer!