

## Booking Instructions

---

A block of rooms has been set aside at the BEST WESTERN PLUS El Rancho Inn in the name “**Life Symposium 2019**” for January 25<sup>th</sup> - 27, 2019.

We have been provided group discounted rates of \$129.99 for a single queen and \$139.99 for 2 queen beds. All rates are subject to 12% occupancy tax and \$1.50 nightly BID (business improvement district)

To ensure availability at the discounted rates, reserve prior to the cut-off date of December 20th, 2018. *You may use this link to book online:*

[https://www.bestwestern.com/en\\_US/book/hotel-rooms.05244.html?groupId=1J6KH2R6](https://www.bestwestern.com/en_US/book/hotel-rooms.05244.html?groupId=1J6KH2R6)

Or you may contact Vickie Herriott at the hotel direct by emailing [vherriott@olshotels.com](mailto:vherriott@olshotels.com) by phoning 650-742-5597 (leave a message if you reach voicemail and she will promptly phone you back).

To confirm your reservation, you will need to provide the following information:

1. Arrival date/Departure Date
2. Spelling of first and last name
3. Phone #
4. #of adults/# of children per room
5. Room type requested
6. Credit card # and exp. date for guarantee
7. Email address to send confirmation

The hotel shuttle runs 24hrs on call to/from SFO. On arrival to SFO, gather your luggage first and then go upstairs to “departure level” and follow the signage to “hotel shuttles” which will take you outside the terminal to the center island. Call us from the courtesy phone located there or call from your cell phone direct at 650-588-8500 and request your pick-up. For the return trip to SFO, you may arrange for this with the front desk the night before your departure and the driver will pick you up in front of your guest room at the designated time.