

**Instructions: RESERVING A ROOM IN THE GROUP BLOCK : Your reservations must be made with the Hilton Boston Back Bay Hotel no later than Monday April 1st, 2019.**

**GROUP CODE: KSC**

### **HOTEL ROOM RESERVATIONS**

A block of rooms has been reserved for OTI Education Center Directors/DTE Meeting 2019 participants. The conference rate is \$267.00 plus tax per night for single/double occupancy. Meeting attendees are able to make reservations nights of **Monday May 6<sup>th</sup>, Tuesday, May 7<sup>th</sup>, and Wednesday, May 8<sup>th</sup> with departure Thursday, May 9<sup>th</sup>.**

The hotel will be offering rooms at the group rate 3 days pre and post the dates above. Please note this rate is based on the hotels availability and will need to be booked directly with the hotel. Please contact Katie Landa, Event Services Coordinator at [Katie.Landa@hilton.com](mailto:Katie.Landa@hilton.com) (M-F) or 617-867-6162 to book additional dates or Hilton Boston Back Bay Hotel direct (617-236-1100) Another call option: Monday to Friday (9am to 5pm EST) and specifically ask for Sales with the Group Code ready – KSC

### **RESERVATIONS PROCESS & BOOKING WEBSITE:**

A booking website has been created so you will be able to make, modify and cancel hotel reservations online, as well as take advantage of any room upgrades, amenities or other services offered by the Hilton Boston Back Bay. To access the booking link, please click the following: <http://group.hilton.com/OSHAEducationCenters>

**Extended stay before or beyond nights of May 6-8, 2019 cannot be made online through the website.**

### **RESERVATIONS PROCESS & BOOKING BY PHONE – for those extending reservations to dates pre or post meeting.**

If you wish to make reservations by phone, please use the following toll free number at 1800-445-8667 and ask for the OSHA Education Centers Directors meeting rate for your hotel reservations, or call Hilton Boston Back Bay Hotel direct (617-236-1100) Mon to Fri (9am to 5pm) and specifically ask for Sales with the Group Code ready – **KSC**