



## INTERNATIONAL MONETARY FUND/WORLD BANK SPRING MEETINGS

October 3-9, 2016

### PROCEDURES FOR HOTEL RESERVATIONS

The IMF and the World Bank Group have reserved an inventory of hotel rooms for the upcoming 2016 Annual Meetings. The following procedures apply for reservations made into the IMF/WBG contracted block of rooms.

**For assistance or additional information on any of these procedures, please send an email as follows:**

IMF: [sechotels@imf.org](mailto:sechotels@imf.org)

WBG: [housing@worldbank.org](mailto:housing@worldbank.org)

**VERY IMPORTANT: HOTELS AND STAFF HAVE BEEN INSTRUCTED NOT TO ACCEPT RESERVATIONS BEFORE JUNE 27, 2016.**

#### Timetable:

Monday, June 27, 9:00 am (DC time)

Delegations can begin making reservations or sub-block requests directly with hotels. **A minimum of 5 rooms is required to set up a sub-block.**

Individual Reservations:

***\*Credit card information must be provided for each reservation and a 1 night's non-refundable deposit will be charged.***

Sub-block Reservations:

***\*Credit card information must be provided for any sub-block request.***

Tuesday, July 5

Room blocks at hotels are open to all other Meetings Participants

Friday, September 9, 5:00 pm (DC time)

Deadline for Individual Reservations within blocks: each room must be assigned to a guest and credit card information to be provided

*\*Any unassigned rooms within blocks will be released.*

*\*New reservations or changes will be subject to availability and may be subject to higher rates.*

October 3-9, 2016

Annual Meetings Events

#### 1. Block Requests and Confirmations

If you intend to reserve a **sub-block of rooms** at one of the official Meetings hotels, please review the hotel information included and follow the instructions for your preferred hotel(s). ***A minimum of 5 rooms is required in order to set up a sub-block for all hotels. All sub-blocks must be guaranteed with a credit card, which must be provided at the time the request is submitted. Any rooms within sub-blocks that have not been confirmed with participant and individual credit card (which will be charged 1 night's room rate as a non-refundable deposit), will be released at 5:00 pm (DC time) on Friday, September 9, 2016.***

Availability at the hotels will be monitored closely and updated information will be posted on IMF Connect and AMWeb. If your preferred hotels are not currently available, please inquire directly with the hotel whether it may be possible to be placed on the waiting list and notified when rooms become available. Alternatively, you may wish to reserve rooms at an available hotel, but, please note, *one night's non-refundable deposit will be charged for any reservation.*

**In order to best manage available inventory for all categories of participants, and protect the hotels from total block cancellations, your room block(s) can be reduced by up to 25% without penalty. In the event an additional adjustment to the room block is needed, or if actual pickup falls below this revised block, penalties will be calculated according to the following formula:**

**PENALTY=[(TOTAL ROOMNIGHTS BLOCKED x .75)-FINAL ROOM NIGHTS OCCUPIED]xHOTEL STANDARD ROOM RATE**

## 2. Individual Reservations

**Individual reservations** within the IMF/WBG contracted block can be made directly with your preferred hotel. Please follow the instructions provided for each hotel. Please note that name, contact information, and a **valid credit card** must be provided for each reservation. **The hotel will immediately process one night's non-refundable charge to the card as a deposit for the reservation. Name changes and date changes can be made without penalty up to 3 days prior to arrival.**

Individual reservations can be made into delegation sub-blocks according to the specified instructions for each hotel until 5:00 pm, Friday, September 9, 2016. Thereafter, reservations will be accepted as requested based on remaining hotel room availability and may be subject to higher rates.

## 3. Credit Cards

As in the past, ***all participants will be required to provide credit card information to guarantee hotel sub-blocks and reservations.*** Please note that submitting an invalid credit card may cause reservation(s) to be cancelled by the hotel.

## 4. Cancellations/Penalties

**The following penalties will be charged to the participant's credit card for cancellations and no-shows:**

- a. **Any reservation cancellation** will result in a one night's room and tax penalty charge.
- b. Failure to check-in to the hotel on the scheduled arrival date (**No-show**) will result in a charge of one night's room and tax as a penalty and ***a forfeiture of the reservation.***
- c. **Name change or date change to a reservation within 3 days of scheduled arrival** may result in a charge of one night's room and tax as a penalty.
- d. **Once a guest checks in, an early departure or reduction of nights will incur a penalty and the full stay will be charged.**

## 5. Check-In/Check-Out

Upon arrival at the hotel, **please reconfirm your departure date and check-out time** with the front desk to avoid any additional charges or penalties.

**Check-In time for hotels is 3:00 pm.** Participants who expect to arrive before this time, and who wish to have immediate access to their rooms, should advise the hotel *with a notation of expected arrival time.*  
***Additional charges will apply.***

**Check-Out time for hotels is 12:00 Noon. Please confirm with the front desk upon arrival.** To request a guaranteed late check-out, participants should advise the hotel and indicate their departure *time.* Any check-outs after the official check-out time of the hotel will be subject to ***additional charges according to each hotel's policy.*** Participants should verify this information with the hotel front desk at the time of their check-in or during their stay.