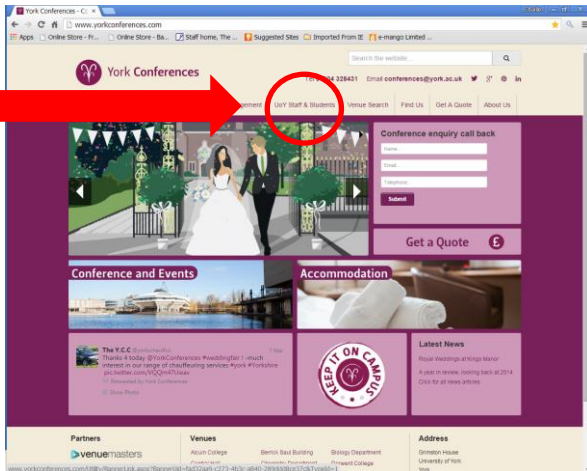


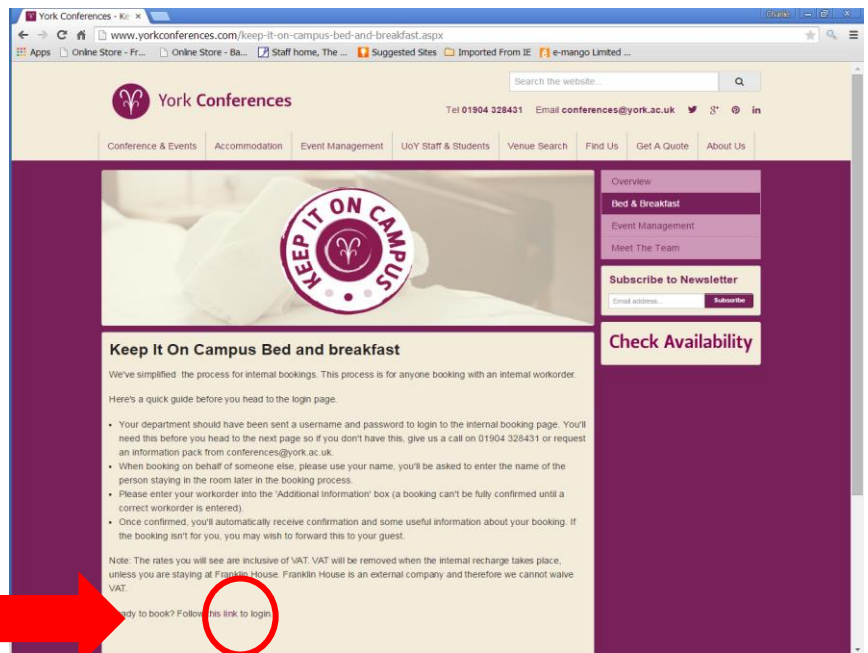
## How – to Guide for departments booking bed and breakfast accommodation

**STEP 1** - Go to Website [www.yorkconferences.com](http://www.yorkconferences.com)



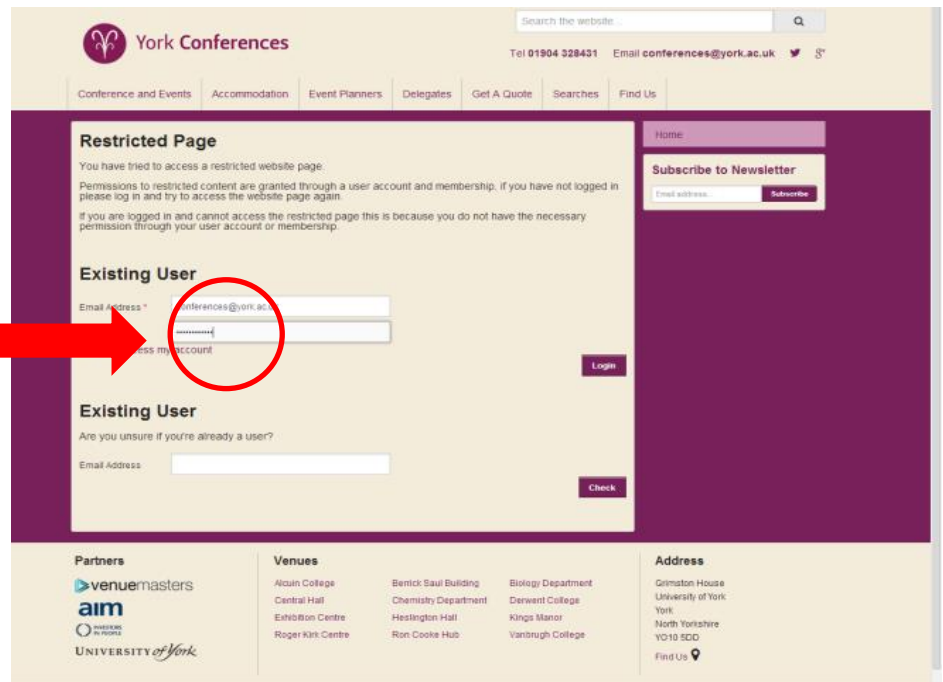
**STEP 2** – Click on the UoY Staff and Students drop down box and select ‘Internal Accommodation’

**STEP 3** – Click on ‘this link’

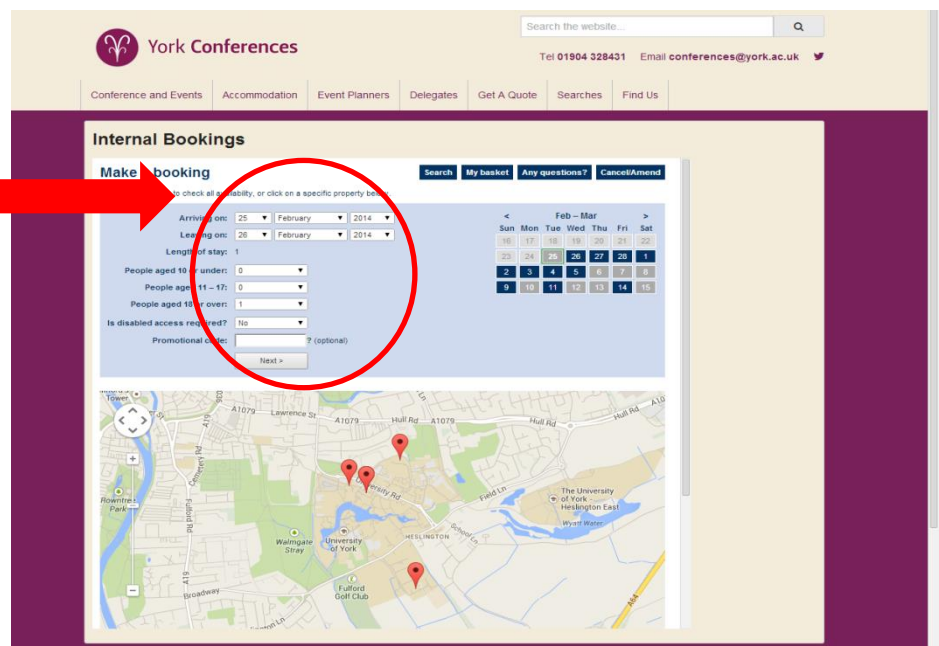
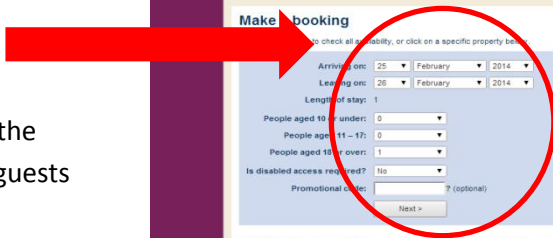


**STEP 4.** Enter address  
[conferences@york.ac.uk](mailto:conferences@york.ac.uk)

Password – [internal1624](#)



**STEP 5.** Enter arrival date & the  
correct number of nights & guests



**STEP 6:** Select the accommodation block & number of rooms required

York Conferences  
Tel 01904 328431 Email conferences@york.ac.uk

Conference and Events | Accommodation | Event Planners | Delegates | Get A Quote | Searches | Find Us

### Internal Bookings

Tuesday 04 March 2014 for one night

Franklin House, University of York

Room type	People	Available	Price per night	Rooms required
Simple Ensuite B&B	1	41	€52.00 (€4.15 or US\$87.00)	0
Double Ensuite B&B	2	5	€90.00 (109.35 € or US\$149.31)	0

People: 0  
Cost: £0.00  
Total cost: £0.00

Availability correct as of 15:05 on 21 February 2014.

**STEP 7:** Check that the booking summary is correct

York Conferences  
Tel 01904 328431 Email conferences@york.ac.uk

Conference and Events | Accommodation | Event Planners | Delegates | Get A Quote | Searches | Find Us

### Internal Bookings

#### My basket (one booking)

Franklin House, University of York  
Tuesday 4 March 2014 - Wednesday 5 March 2014 (1 night)  
1 x Single Ensuite B&B

€52.00

Total price: €52.00  
This is the total price that you will pay, and includes all booking fees and taxes where applicable. The total amount of tax included in the above price is €8.00.

Continue with my booking

York Conferences

Search the website. [Q]

Tel 01904 328431 Email conferences@york.ac.uk

Conference and Events | Accommodation | Event Planners | Delegates | Get A Quote | Searches | Find Us

### Internal Bookings

#### Personal details

Search My basket Any questions? Cancel/Amend

Please provide your details. A confirmation email will be sent to the address you give below.

Title:

First name:

Last name:

Address:

Post code or ZIP code:

Country:

Telephone:

Email:

Repeat email:

Car registration:  (optional ?)

How did you hear about us?

I would like to receive occasional email updates and promotions from you

Next >

The address and post code must match the address on your credit card.

**STEP 8.** Enter your details as the booker

York Conferences

Search the website. [Q]

Tel 01904 328431 Email conferences@york.ac.uk

Conference and Events | Accommodation | Event Planners | Delegates | Get A Quote | Searches | Find Us

### Internal Bookings

#### Information about your group

Search My basket Any questions? Cancel/Amend

Please tell us about the people you are booking for. We need to know this information as some of our destinations have restrictions on the number of younger people who can book per adult.

People aged 18 or under:

People aged 11 - 17:

People aged 18 or over:

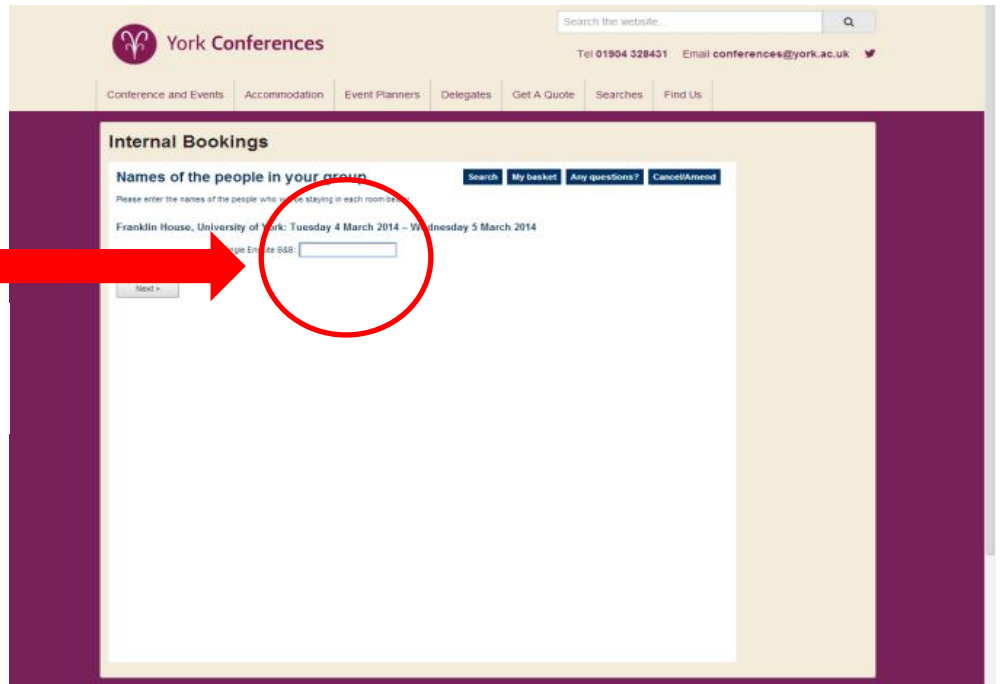
Is disabled access required?

Work order number:

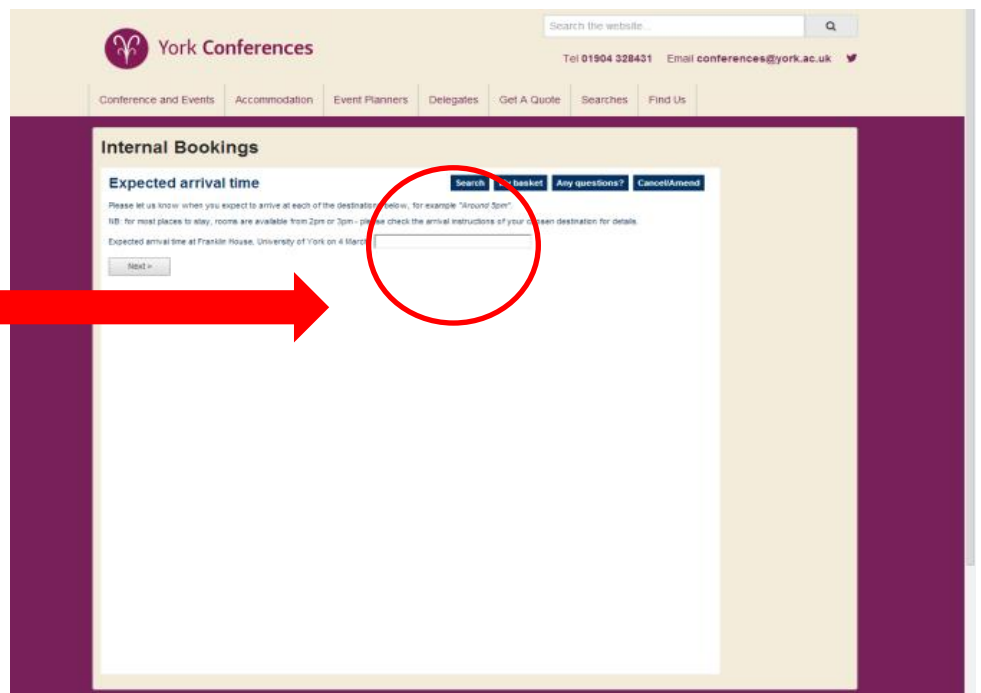
Next >

Please use this space to provide details of any requirements you might have such as difficulties with stairs, other disabilities, special dietary requirements, if you wish to be located near friends who have booked previously, or if you have made a previous booking and wish to keep the same room.

**STEP 9.** Enter Work order number here



**STEP 10.** Enter the name of the guests that will be staying



**STEP 11.** Arrival time if known

York Conferences

Search the website...

Tel 01904 328431 Email [conferences@york.ac.uk](mailto:conferences@york.ac.uk)

Conference and Events | Accommodation | Event Planners | Delegates | Get A Quote | Searches | Find Us

### Internal Bookings

#### Confirm your booking

[Search](#) [My basket](#) [Any questions?](#) [Cancel/Amend](#)


I have read all the information regarding [Franklin House, University of York](#)

I agree to the [Terms and Conditions](#)

Total price: **£52.80**

This is the total price that you will pay, and includes all booking fees and taxes where applicable.  
The total amount of tax included in the above price is £3.80.

#### Booking summary

 **Franklin House, University of York – £52.80**  
Tuesday 4 March 2014 – Wednesday 5 March 2014 (1 night)  
1 x Single Ensuite B&B



**STEP 12.** Confirm the booking & confirmation email will be sent to the email address provided