How to Guide for departments booking bed and breakfast accommodation

**STEP 1** - Go to Website 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
Password – internal1624

STEP 5. Enter arrival date & the correct number of nights & guests
**STEP 6.** Select the accommodation block & number of rooms required

**STEP 7.** Check that the booking summary is correct
STEP 8. Enter your details as the booker.

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