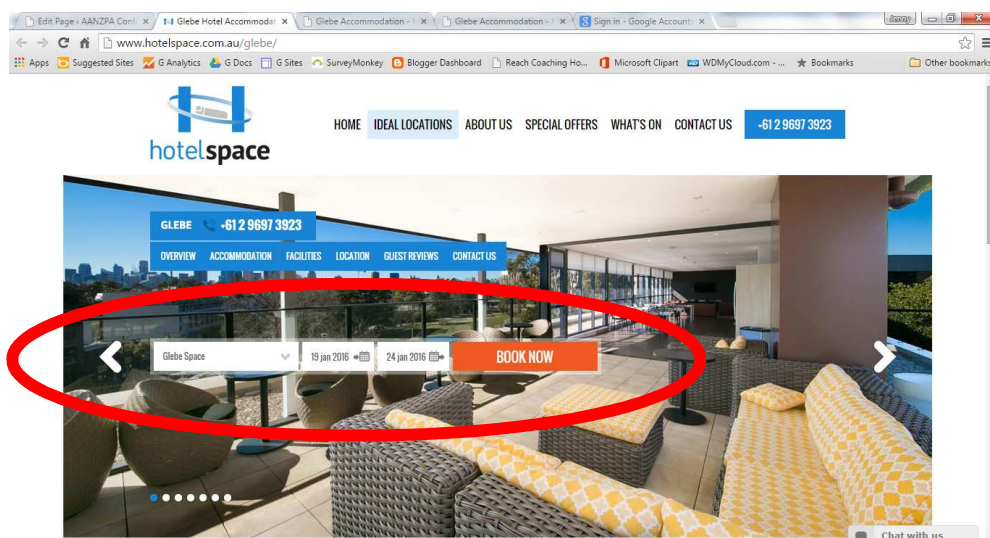


AANZPA Conference 2016 | Sydney

How To Book Your Accommodation At Sancta Sophia

1. Decide which dates you are staying. There are rooms available before and after the conference.
2. Decide if you are sharing a room. All the rooms can be configured as double or twin. NB. ONLY ONE PERSON NEEDS TO BOOK THE ROOM IF YOU ARE SHARING.
3. Decide which building you wish to stay in. If you haven't already done so, you can take a look at what's available on the Accommodation page on the website www.confer16.aanzpa.org/accommodation. Graduate House is described as "Modern" "with ensuite" on the Booking Form and the Main College Building is described as "Vintage" "Shared" (meaning shared bathroom).
4. Then go to the booking page- here is the link www.hotelspace.com.au/glebe
(Note : To keep these instructions open when you go to the hotelspace page, hold down the Ctrl key as you click on the link.)
5. In the dropdown box "Select a Property" Select the Glebe Space. Then enter your dates and click on Book Now.



6. The rooms will then come up for your dates. IGNORE THE PRICES STATED AS YOU WILL ENTER A CODE ON THE FOLLOWING PAGE WHICH WILL CHANGE THE PRICES TO OUR CONFERENCE PRICES: These are -

- Vintage Building (main building):
 - \$60 per person per night for a Single Room, Shared Bathroom
 - \$90 per room per night for a Twin/Double Room, Shared Bathroom
- Graduate House Building:
 - \$80 per person per night for a Single Room, Ensuite
 - \$110 per room per night for a Twin/Double Room, Ensuite

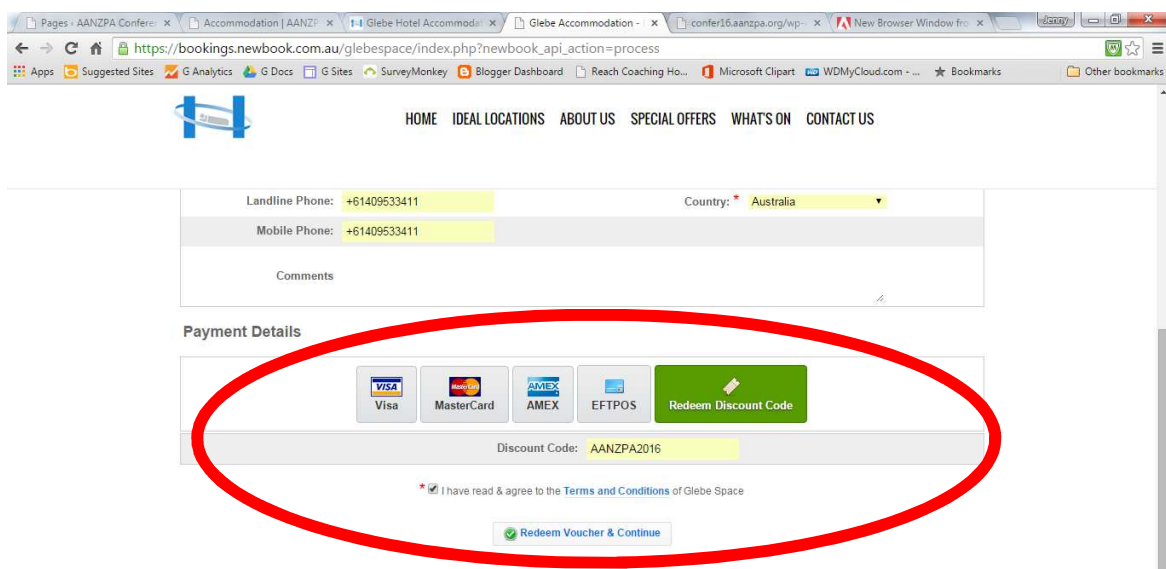
Breakfast is included in these prices.

7. When you click on “Book” the Booking page will come up. Enter your name and address details.

8. IF YOU HAVE SPECIAL NEEDS RELATED TO A DISABILITY, PLEASE EXPLAIN THIS IN THE COMMENT BOX ON THE BOOKING PAGE.

9. Next, in the Payments section, click on “Redeem Discount Code”.

10. Enter the code **AANZPA2016**. Read and check the Terms and Conditions box. Then click on Redeem Voucher and Continue. This will adjust the prices, before you proceed to payment.



The screenshot shows a web browser window with the URL https://bookings.newbook.com.au/glebespace/index.php?newbook_api_action=process. The page has a navigation menu with links: HOME, IDEAL LOCATIONS, ABOUT US, SPECIAL OFFERS, WHAT'S ON, CONTACT US. The form includes fields for Landline Phone (+61409533411), Mobile Phone (+61409533411), and Country (Australia). Below the form is the 'Payment Details' section, which is circled in red. It features icons for Visa, MasterCard, AMEX, and EFTPOS, and a green 'Redeem Discount Code' button. A text field below the icons contains the discount code 'AANZPA2016'. At the bottom of the payment section, there is a checkbox for 'I have read & agree to the Terms and Conditions of Glebe Space' and a 'Redeem Voucher & Continue' button.

11. Finally, choose your payment option and proceed with payment. Please note that unfortunately there is a fee for use of credit card (2% for Visa/Mastercard and 3.5% for American Express).