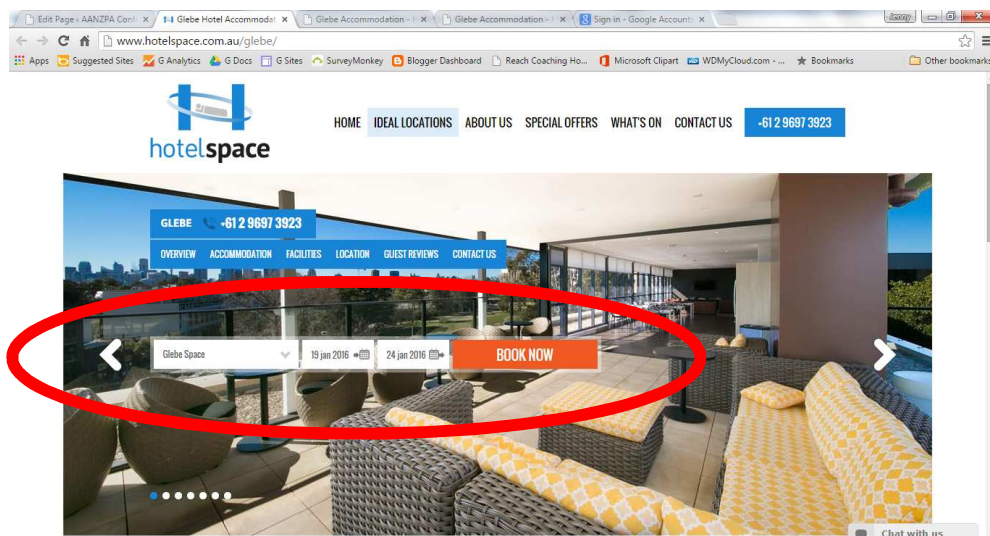


**AANZPA Conference 2016 | Sydney**

## 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](http://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](http://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](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. Below the navigation is a form with the following fields:

- Landline Phone: +61409533411
- Country: Australia
- Mobile Phone: +61409533411
- Comments: (empty text area)

Below the contact details is the "Payment Details" section, which is circled in red. It contains the following elements:

- Payment method icons: Visa, MasterCard, AMEX, EFTPOS, and a green "Redeem Discount Code" button.
- Discount Code: AANZPA2016
- A checkbox with the text "I have read & agree to the Terms and Conditions of Glebe Space", which is checked.
- A "Redeem Voucher & Continue" button at the bottom.

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).

If you have any questions or require assistance with your accommodation booking, please contact Hotelspace directly. Hotelspace's liaison person for us is Carolin Reimnitz. Carolin can be reached by email at [bdm@theurbannewtown.com.au](mailto:bdm@theurbannewtown.com.au) and by telephone on 0400 372 884 (+61 400 372 884 if calling from outside Australia).