



## PROCEDURES FOR HOTEL RESERVATIONS

The WBG/IMF have reserved an inventory of hotel rooms for the upcoming 2023 Spring Meetings. The following procedures apply for reservations made into the WBG/IMF contracted block of rooms. **For additional information, please send an email to: [housing@worldbank.org](mailto:housing@worldbank.org) or [SECHotels@imf.org](mailto:SECHotels@imf.org).**

Wednesday, February 8	Delegations can begin making reservations directly with hotels. <b>*Credit card information must be provided for each reservation and a 1 night's non-refundable deposit will be charged</b>
Wednesday, March 1	Room blocks at hotels are open to all other Meetings Participants
Wednesday, March 22	Unreserved rooms within hotel blocks will be released
April 10-16, 2023	*New reservations or changes will be subject to availability and higher rates <b>Annual Meetings and related events</b>

### 1. Individual Reservations

**Individual reservations** within the WBG/IMF contracted block can be made directly with hotels. Booking links and/or a reservations coordinator has been 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 usually be made without penalty.

Individual reservations can be made into the contracted block Wednesday, March 29, 2023. Thereafter, reservations will be accepted based on remaining hotel room availability and may be subject to higher rates.

Hotel availability will be monitored and updated information posted on AMWeb and IMFConnect. If a preferred hotel is 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.

### 2. Block Requests and Confirmations

If you intend to reserve a **sub-block of rooms** at one of the official Meetings hotels, please contact the hotel directly regarding their availability and procedures for sub-blocks.

### 3. Credit Cards

**All participants will be required to provide credit card information to guarantee reservations.** Please note that submitting an invalid credit card will 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:**

- Any reservation cancellation** will result in a one night's room and tax penalty charge.
- 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.**
- 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.
- 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

Check-in time for hotels is either 3:00 or 4:00 PM. Check-out time for hotels is either 11:00 AM or 12:00 Noon (refer to the hotel reservation confirmation for exact times at each hotel). Participants who expect to arrive before official check-in time or depart after official check-out time should advise the hotel in advance.

**Additional charges may apply for a guaranteed early check-in or guaranteed late check-out.**