

2025 Hotel Reservation Information – **Parents**

All reservations this year must be made **exclusively** through the designated reservation website. **Phone calls and faxes will not be accepted.**

The reservation site will open on **Monday, September 22nd at 9:00 AM (ET)** for the following hotels:

- **Philadelphia Downtown Marriott**
- **The Notary Hotel** (formerly the Philadelphia Downtown Courtyard)

Booking Process

- Upon booking, you will receive an **acknowledgement number**, and your **bed type will be confirmed immediately.**
- **Marriott confirmation numbers** will be available **after November 3rd.**
- All available room inventory will be loaded into the system at launch. Please book carefully.
- Once rooms are sold out, **do not contact the hotels directly.**

Philadelphia Downtown Marriott Rates

- **Main Building**
 - King Bed: **\$187.00**
 - Two Double Beds: **\$214.00**
- **Tower Section (Premium)**
 - King Bed: **\$218.00**
 - Two Queen Beds: **\$252.00**

Booking a Tower room guarantees placement in the Tower section.

Note: Suites will **not** be available in 2025.

The Notary Hotel Rates

- King Bed: **\$191.00**
 - Two Double Beds: **\$215.00**
 - Additional Person: **\$20.00**
 - **Executive King Studio (Premium)**
 - Rate: **\$291.00**
 - Includes: King bed, queen sleeper sofa, seating area, refrigerator, and 55" LCD TV.
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Reservation Details

- You may book **up to 3 rooms** at a time.
- You'll be asked to enter your arrival/departure dates and select your room type.
- After clicking **FINALIZE BOOKING**, you'll receive your acknowledgement number.

To ensure availability for all attendees:

- Please **only reserve what you need**.
- Avoid **duplicate reservations**.

Deposit Information

- A **two-night deposit** will be charged for stays of two nights or more.
 - A **one-night deposit** will be charged for single-night stays.
 - Deposits will be charged on **Thursday, November 6th**.
 - After **November 7th**, deposits are **non-refundable**.
 - The incidental hold is \$100.00 per day; it is held on credit card at time of check in.
 - There is an Early Departure Fee is one night's room and tax. Must inform Hotel of departure date change upon arrival.
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Special Requests

There is a field to note special requests (e.g., connecting rooms, rollaway beds).

- **Rollaway beds** are **\$30.00 per night** and may only be added to rooms with **1 King bed**.
- Requests are subject to availability, and we will do our best to accommodate them.

Booking Links

- **Philadelphia Downtown Marriott:**
<https://book.passkey.com/go/2025PARENTS>
- **The Notary Hotel:**
<https://book.passkey.com/go/IDTNAParents2025>

These links will go live **exactly at 9:00 AM on September 22nd** for Parents.

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*** Please follow the instructions below to complete your hotel reservation for the 2025 event. Reservations must be made online using the designated booking links provided.

♦ Step-by-Step Booking Instructions

1. **On the main screen**, enter the following:
 - Check-in Date
 - Check-out Date
 - Number of Rooms (maximum 3)
 - Number of Guests per Room (**ADULTS ONLY**)
 - Click **SEARCH**

2. Room Selection:

- Available room types will be displayed
- Click **SELECT** on your preferred room type
- If a room type does not appear, it is sold out
- Click **NEXT** to continue (you may change your room type at this stage if needed)

3. Date Confirmation:

- You will have the option to change your dates or extend your stay
- If your dates are correct, click **NEXT**

4. Reservation Information:

- Fill in your personal details
- Enter any special requests in the **ADDITIONAL REQUESTS** field
- Click **NEXT**

5. Payment Information:

- Enter a credit card that expires **after November 2025**
- A **two-night non-refundable deposit** will be charged on **Thursday, November 6th**
- Click **NEXT**

6. Final Review:

- Verify all reservation details
- Review the policies at the bottom of the page
- Click **ACCEPT and BOOK** to finalize your reservation

7. Confirmation:

- You will immediately receive an **acknowledgement number** and **email confirmation**