

- 1. Go to hyatt.com
- 2. Select the destination, dates, the number of rooms & guests
- 3. Click 'Special Rates'
- 4. Select 'Corporate or Group Code' and enter code 03044
- 5. Click 'Search', select a hotel, select your room(s) on the next page & proceed to checkout
- **6.** On checkout page, click on 'For Travel Planners and Advisors' and fill out fields before completing reservation

