We are so excited to see you at the <u>2025 MDF Conference</u> in Indianapolis! If you need to book an accessible room at the Westin Indianapolis, follow the step-by-step instructions below.

NOTE: You won't see the option to select an accessible room until Step 5 of the process.

#### Step 1:

Click on the MDF Conference link to book your room with the Conference discount:

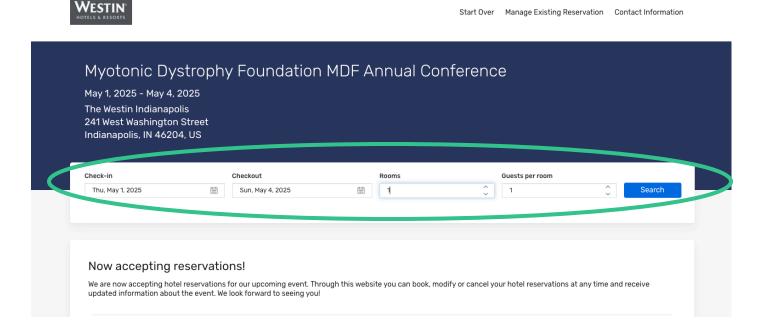
https://book.passkey.com/event/50799336/owner/1680/home.

You will be directed to the page below where you will click "Make Reservation".



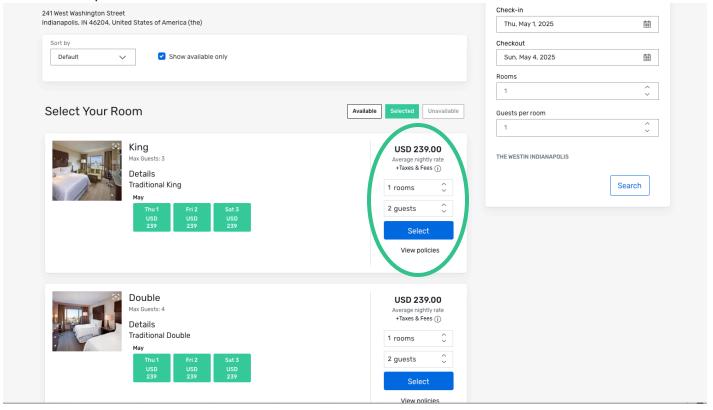
#### Step 2:

Select your check in and check out dates, number of rooms, number of guests, and click "Search". For those who arrive early we will have a Welcome Reception on Thursday, May 1<sup>st</sup>. Conference sessions will take place on May 2<sup>nd</sup> and 3<sup>rd</sup>. Optional Workshops (by sign up only upon registration) will occur in the morning on Sunday, May 4<sup>th</sup>. If you would like to arrive early or stay later, you can book under the special conference rate from April 27<sup>th</sup> – May 7<sup>th</sup>.



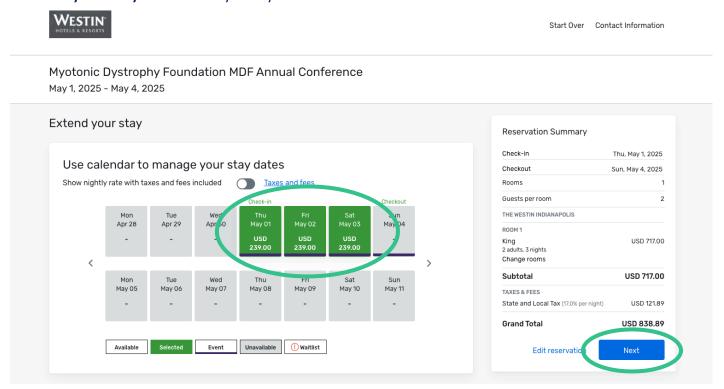
#### Step 3:

**Select your room.** Choose whether you would like a room with a single king-sized bed, or two double-sized beds. If you have a larger party and need multiple rooms, click the up arrow to the right of "rooms" to book multiple rooms.



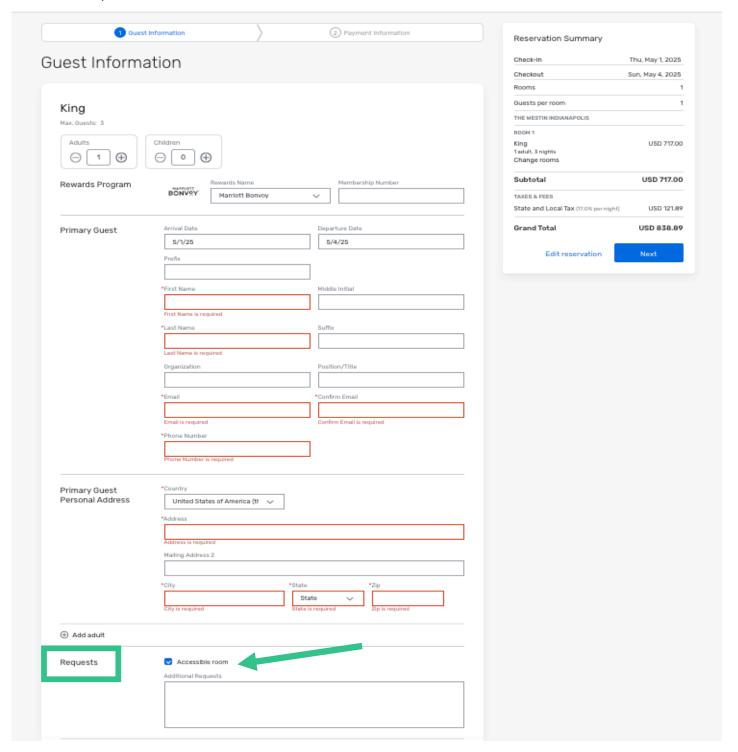
### Step 4:

Confirm your stay dates. Verify that your reservation dates are correct and click "Next".



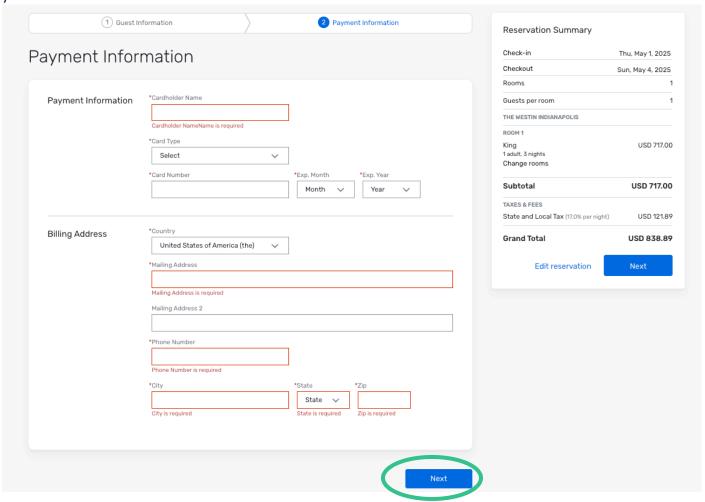
#### Step 5:

Enter your Guest Information and select an accessible room. Enter the required guest information at the top of the page then scroll down to the "Requests" section of the page and check "Accessible room". Explain the accessible needs in the "Additional requests" box (e.g., wheelchair accessible, roll in shower, low bed, etc.).



# Step 6: Complete your recorrection. Enter the required payment in

Complete your reservation. Enter the required payment information, click "Next", and then complete your reservation.



## **Confirmation, Changes & Cancellations:**

Rooms are limited and not guaranteed until the hotel confirms the reservation. Rooms must be booked before April 1st, 2025!

Room cancellations must be made directly with the hotel. You will be charged 1 night room and tax if the cancellation is within 3 days of arrival, or if you fail to show up on your arrival date.

Find additional Lodging and Transportation information for the 2025 MDF Conference at <a href="https://www.myotonic.org/lodging-transportation-2025-mdf-conference">https://www.myotonic.org/lodging-transportation-2025-mdf-conference</a>