

KIMPTON[®]

hotels & restaurants

Dear Maloney Vision Institute,

Hotel Palomar – Los Angeles - Westwood, a Kimpton Hotel is pleased to offer you the convenience of booking your preferred negotiated rate online through our website. **This letter will provide you with easy instructions for booking online reservations.**

You may also book reservations through a dedicated reservation website link pre-populated with your rate code for your travelers to reserve their rooms. Please use this link:

<https://gc.synxis.com/rez.aspx?Hotel=26744&Chain=10179&promo=MLY>

Booking Instructions:

- 1) Visit our hotel website directly at www.palomar-la.com
- 2) Click on Reservations
- 3) Enter your rate code **MLY** in the “**Rate Code or Global Business ID**” field (see screen shot below)
- 4) Select the arrival and departure dates, number of adults and number of rooms
- 5) Click “**Continue**”
- 6) The hotel will display your preferred negotiated rate. Your rate is based on availability; therefore, in the event your negotiated rate does not display, please select from our publicly available rates or call Reservations at **800-472-8556**

The screenshot shows a reservation form with the following elements:

- Progress bar: 1 Select Dates, 2 Rooms & Rates, 3 Guests, 4 Review, 5 Confirmation
- Hotel: All Properties (dropdown)
- Arrival Date: Tuesday, March 09, 2010 (calendar icon)
- Departure Date: Wednesday, March 10, 2010 (calendar icon)
- Rooms: 1 (dropdown)
- Adults: 1 (dropdown)
- Children: 0 (dropdown)
- Meeting/Group Code: (input field)
- Rate Code or Global Business ID**: (input field, highlighted with a red box)
- IATA Number: (input field)
- Link: InTouch Members View Your Reservations

You may also contact Reservations at **800-472-8556** and request the **Maloney Vision Institute** Rate during your stay dates.

We appreciate your business and look forward to hosting your travelers. If I may answer any questions or provide additional information, please do not hesitate to contact me.

Sincerely,

Lauren Darnell
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