

Making a Hotel Reservation @ Comfort Inn University Center 11800 Fairfax Blvd., Fairfax, VA 22030

STEP 1: Click this link: <http://www.comfortinn.com/hotel-fairfax-virginia-VA073>

STEP 2: Write your check-in day and your check-out day and click on "Check Rates."

The screenshot shows the website's search interface. A red oval highlights the search bar with the following fields: "Check-In" (04/04/13), "Check-Out" (04/05/13), "Rooms" (1), "Adults" (1), "Children" (0), and "Select Rate" (Best Available Rate). A red arrow points to the "Check Rates" button. Below the search bar, there is a "1 NIGHT FREE" promotion and a "BEST RATE GUARANTEE" section. A photo of the hotel building is visible on the left, and hotel amenities like "Pet Friendly" and "Smoke Free" are listed on the right.

STEP 3: Select any room and click "Book Room"

The screenshot shows the "Room Listings" page. A red arrow points to the "Book Room" button for the first room option. The page includes a "Please note" warning about the cancellation deadline. The first room option is "2 Double Beds, No Smoking" for \$119.99 USD. The second room option is "1 King Bed, Efficiency, No Smoking" for \$129.99 USD.

Room Description	Max Room Occupancy	Price
2 Double Beds, No Smoking Also Included: Free High-Speed Wired Internet, Interior Corridor, Computer Hookup, Radio-Alarm Clock, Iron and Ironing Board, Coffee Maker In Room	4 persons / 5 persons with extra bed	\$119.99 USD
1 King Bed, Efficiency, No Smoking Also Included: Kitchen	2 persons	\$129.99 USD

STEP 4: Fill out your information. Remember to write "Virginia International Univeristy Student Rate" in the "Special Request" box.

The screenshot shows a web browser window with the URL <https://secure.choicehotels.com/ires/en-US>. The page is titled "Choice Hotels" and "VIU Virginia International University". The form is divided into several sections:

- Guest Name:** Title (Ms.), First Name (Nancy), M.I. (M), Last Name (Williams), Choice Privileges member #.
- Guest Contact Information:** E-mail Address (Nancymwilliams@campus.viu.edu), Address (11200 Waples Mill Road, #360), State/Province (Virginia), Postal Code (ZIP) (22030), City (Fairfax), Country (United States), Home Phone (703-591-7042). There is a checkbox to save information for the next time.
- Credit Card Information:** Credit Card Company (VISA), Credit Card Number (258894698536), Name as it appears on credit card (Nancy Williams), Expiration Date (April 2019).
- Would you like to make a special request (optional):** A red arrow points to this section. A red oval highlights the text "Virginia International University Students Rate" entered in the request box. A red warning message is visible: "Important: Reservations for specific room types cannot be made through the Special Requests box. If you need a handicap accessible or non-smoking room, please make sure to select one from the rates and packages options. This information is not viewed by the hotel until your arrival date. Special requests are subject to availability."
- Email your itinerary to family & friends (optional):**

STEP 5: Click on "Make Reservation"

The screenshot shows the continuation of the reservation process. The "Virginia International University Students Rate" is still visible at the top. The "Email your itinerary to family & friends (optional)" section is expanded, showing a text area for "Additional E-mail Addresses (optional)". Below this is the "Guarantee Policy" section, which includes a checkbox that is checked: "I acknowledge I have read the guarantee policy, rate requirements, and reservation terms and conditions stated on this page, and agree to its terms." The "CHOICEprivileges" section is also visible, with two radio button options: "Yes, enroll me in the FREE Choice Privileges® rewards program..." (selected) and "No, I do not wish to join the Choice Privileges® rewards program." A red arrow points from the "Make Reservation" button in the previous screenshot to this button, which is circled in red. At the bottom, there is a footer with navigation links: "SPECIAL OFFERS & PACKAGES | DEALS AND PROGRAMS | TRAVEL IDEAS | GROUPS & MEETINGS | TRAVEL AGENTS | CUSTOMER SUPPORT".