RISKWORLD® 2025 Conference & Exhibition Blocking Site

Instructions / Walkthrough

Navigation

Click the "**Connections Housing Logo**" at any point during the process to start over.

Click "**Event Info**" at the top right of the page to expand the menu for more event information, supporting documents, and contact information.

Event Policies & Guidelines

Contains all event policies and guidelines for your review. Scroll through and read all event policies before moving on so that you understand all the terminology and guidelines to follow.

You must check the "**agreement checkbox**" before clicking the "**Get Started**" button to proceed to the request process.
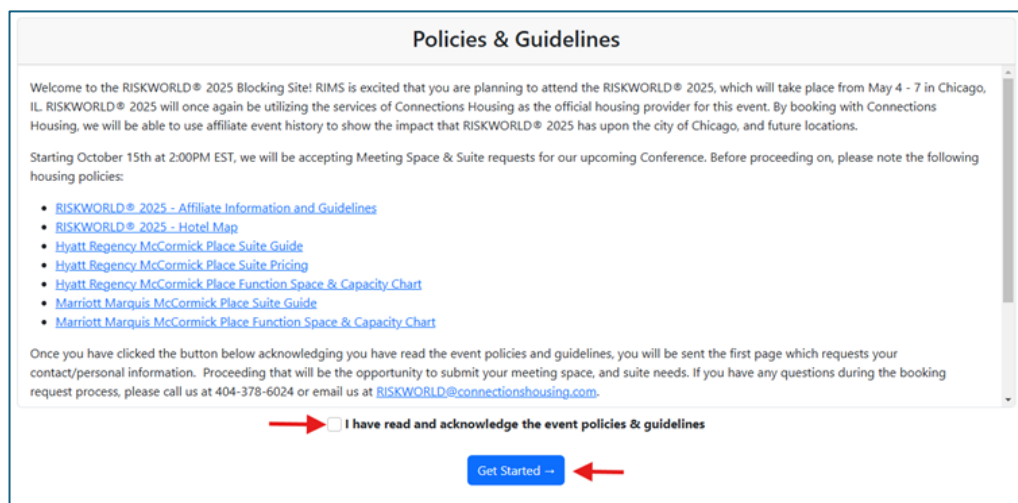
Request Requirements

This section is to select your request process so that you are only asked to provide information that pertains to your request. With the **check boxes**, click which categories you need to add to your request. (check all that will apply to your request)

Select the categories below that you would like to include in your room block request. This way we can make sure you only have to supply the information that is relevant to your request.

Select what will be included in your housing request:

- ✅ Entitlement Rooms
- ☐ Main Block Room Accommodations
- ☐ Suite Requests
- ☐ Meeting Space Requests

Contact Information

Complete all contact info fields. If you complete a field with errors or leave any required fields blank, you will be prompted to enter a value of the correct format before you may continue.

You may click the "**Add Another Contact**" button if you wish to add an additional contact person to your request record. Additional contacts can be edited by clicking [pencil icon] or deleted by clicking [trash icon].

Click **"Next"** to continue.

Contact Information

Please provide your basic contact information. You may enter additional contacts by clicking the "Additional Contact" button below.

Primary Contact
All contact fields are required.

First Name	Last Name
Company	Title
Email	Phone
Street Address	City
State/Province	USA	ZIP/Postal Code

Additional Contacts (Optional)

+ Add Another Contact

| Last Name | First Name | Title | Email | Phone |

Next →

Entitlement Rooms

To see more information on a hotel, click the **hotel's name**. This will open a new window with more detailed information about the hotel including description, directions, amenities, and available room types.

Select your preferred hotels by using the provided **dropdowns** to rank your choices.
To re-rank a hotel choice, click & drag that hotel choice to its preferred rank.

Next, select your appropriate exhibitor booth size using the **dropdown** provided and you will be prompted with what your **maximum number of rooms allowed is per night**, based on the event policies and guidelines.

Next, provide a breakdown of the number of rooms needed per night with the **table** provided. The number of rooms, as always, is requested only and not guaranteed, although we always do our best to satisfy all requests.

Entitlement Rooms (Cont.)

Lastly, provide any "**Additional Comments**" regarding your entitlement room request in the text area provided. Then click "**Next**" to continue.

Main Block Hotel Room Accommodations

To see more information on a hotel, click the **hotel's name**. This will open a new window with more detailed information about the hotel including description, directions, amenities, and available room types.

Hotel Name	Distance to Venue	Room Rates Single/Double	Extra Person Fee
Andaz San Diego	1.1 miles drive	1 Bed: $315 - $322	15
Bristol Hotel San Diego	0.6 miles walk	2 Bed: $400	
Carte Hotel San Diego Downtown, Curio Collection by Hilton	1.0 mile walk	1 Bed: $250 2 Bed: $275	10

Select your preferred hotels by using the provided **dropdowns** to rank your choices.
To re-rank a hotel choice, click & drag that hotel choice to its preferred rank.

Provide Your Hotel Choices

The more choices you provide, the easier it will be for us to match your group with one of your preferred hotels. Click/Drag the choices to re-order them.

⠿ * Hotel Choice #1	⠿ * Hotel Choice #2
Hard Rock Hotel San Diego ⌄	Marriott Marquis San Diego Marina ⌄
Select Hotel Choice #1	
Hard Rock Hotel San Diego	
Marriott Marquis San Diego Marina	

Next, provide a breakdown of the number of rooms needed per night with the **table** provided. The number of rooms, as always, is requested only and not guaranteed, although we always do our best to satisfy all requests.

Please indicate a night by night breakdown of rooms required.   **May**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	01	02 Rooms 0	03 Rooms 0	04 Rooms 0
05 Rooms 10	06 Rooms 10	07 Rooms 10	08 Rooms 10	09 Rooms 0	10 Rooms 0	11 Rooms 0

Event Dates

Main Block Hotel Room Accommodations (Cont.)

Lastly, provide any "**Additional Comments**" regarding your entitlement room request in the text area provided. Then click "**Next**" to continue.

Comments (not required):

> If you have any additional comments or requests regarding your Entitlement Rooms, please let us know here

Next →

Request Summary

Review your request on this page to make sure all your information is accurate. If you need to change any part of your request, click the "**Edit**" button for the corresponding section you would like to edit.

When finished reviewing your summary, click the "**Submit Request**" button to complete your request.

Contact Information   ✏ Edit

Primary Contact

First Name

Last Name

Title

Email

Phone

Company

Address

City

State/Province

Country

Postal Code/Zip

Main Block Room Accommodations   ✏ Edit

Hotel Choices (in choice order): Andaz San Diego

Carte Hotel San Diego Downtown, Curio Collection by Hilton

Hilton Gaslamp Quarter San Diego

Moxy San Diego Gaslamp Downtown

Nightly room breakdown   **May**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	01	02 Rooms 0	03 Rooms 0	04 Rooms 0
05 Rooms 10	06 Rooms 10	07 Rooms 10	08 Rooms 10	09 Rooms 0	10 Rooms 0	11 Rooms 0

🟦 Event Dates

Comments
Comments

Submit Request

Confirmation

Once you have successfully submitted your request, you will then see a confirmation page that will include your "**Submission number**."

You will also receive an automated confirmation email which will include a copy of your request details for your records.

Your Request Has Successfully Submitted!

Thank you for submitting your request. Your submission number is 031XYY. You will receive an automated email acknowledgment of your submission shortly.

Submit Another Housing Request