

booking meetings can be so easy

Quick Guide



Submission of offers by the hotel

Getting started

Welcome

We look forward to introducing you over the next six pages of this quick guide to the process for submitting offers for all incoming requests from tagungshotel.com, meetago, and their customers and sales partners.

1

Request for proposal (RFP): XMS Testhotel Schweiz (Demo), Testdorf

Dear Reservation Team,

You have just received a request for proposal (RFP) on Example AG | Meeting Service.

IMPORTANT! Please note that the response to the request for proposal must be submitted online, no later than 27. Mar 2015, 18:00 (CET).

Clicking onto the following link you'll receive all important event data and are able to submit an offer quickly and easily online.

-> [Show request \(RFP\)](#)

Should you be unable to click on the above link please copy following URL into the address bar of your internet browser:

https://demo.conference-hotel.com/rn_VdOGRpX5uTJDmZ2FKzvo2lKN1TMmalD5HSGA7lki.htm

For any further questions please feel free to contact our Service-Team, Tel. +49 (0)228 / 854475-0 (Mon.-Fri. 8am - 6pm). They will be happy to assist you.

Best regards

Your Example AG | Meeting Service-Team

tagungshotel.com GmbH | ServiceCenter | Pützchens Chaussee 137 | 53229 Bonn
Fon: +49 (0)228 / 85447585 | Fax: +49 (0)228 / 85447595 | reservation@tagungshotel.com | http://demo.tagungshotel.com
Amtsgericht Siegburg HRB 5072 | UID: DE 91881715 | General Manager: Udo Lülisdorf

In the screenshot you can see the email sent by the system when a new event request is submitted. You will find the record number in the email's subject line. Please refer to this number in any future communication with the Service Centre.

1 You can identify requests from meetago GmbH customers and sales partners by the first logo on the left of the email. This means that the Example AG has submitted a request to you. In this case, the email might also include the logo of one of our corporate clients, such as Deutsche Bahn, ERGO Versicherungsgruppe AG, or of one of our sales partners DER Touristik.

2 Please submit your offer before the specified offer submission deadline.

3 Click the "Show request" link to submit your offer online directly via the system.

Important information

As a contracting party of tagungshotel.com GmbH, you will be given your own login data, which you can use to manage your hotel booking and maintain an overview of your requests. If you are not yet a customer but are interested in a listing, please call the tagungshotel.com team on +49 (0)228 85 44 75 85.

Submitting offers

Offer conditions

If the company submitting the request has specified offer conditions, you will be able to view them by clicking the link for a new offer in the system email. You will need to confirm your acceptance of these conditions in order to be able to view the organiser and offer details, and submit an offer.

Offer Terms and Conditions

1

You are fully booked or do not want to submit an offer:
→

Decline request

To be able to submit an offer, please accept the following terms of .

Offer conditions of 14. Jan 2013 Printable version

1.1 The following provisions govern the legal relationships between the Client and Agent and apply to all reservation agreements (hereinafter referred to as "Individual Contracts").

1.2 The hotel's T&Cs shall not be applicable in the context of individual contracts concluded between the parties, even where the Client does not expressly oppose them. This shall also apply to the Hotel's contractual terms as set out in the Hotel's booking or other confirmation or sent in addition to the offer. Counter-confirmations by the Hotel referring to its T&Cs are hereby excluded.

1.3 The subject of individual contracts shall be the hiring out of hotel rooms as accommodation and the provision of all other services and conference facilities for the organisation of events such as seminars, conferences, workshops, banquets, exhibitions and presentations, etc., and all other associated services supplied by the Hotel to the recipient of such services named by the Client (hereinafter referred to as "the Beneficiary").

2. Conclusion of a contract

2.1 Requests and reservations shall be made directly by employees authorised to do so by the Client.

2.2 The individual contract in question shall come into being once the online booking procedure

2

I accept the the terms and conditions of the company "Example AG".

3

With submitting this offer, you confirm, in the event that the above-mentioned event will be booked at your property by the agency "Test Travel Agency AG" or by the corporate client directly, the payment of a commission on the gross rates to the amount of 10% for all paid services (accommodation, breakfast, packages, room rents, conference equipment, all food & beverages paid on the spot, no show and cancellation fees, etc.). Please note that this commission policy cannot be overruled by third parties.

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Continue to bidding >>

5

1 If you do not wish to accept the corporate client's offer conditions, please decline the request by clicking the respective button.

2 If you want to submit an offer, you must first accept the offer conditions in the first step.

3 Select the corresponding checkbox to accept the corporate client's terms and conditions.

4 At this stage, as with all incoming requests, you will also be notified of any commission and the amount thereof.

5 Click the "Continue to bidding" button to view information about the organiser and offer.


Submitting offers

Organiser and offer information

If the requesting company has not specified any terms and conditions, you will be able to view the information about the organiser and offer directly by clicking the link for a new offer in the system email. You will then be able to submit an offer or decline the request.

1

Information about organizer and offer

Event request from 26. Mar 2015 

Request: Training RFP submission meetago Online Meeting Tool | 10 Pax.

Event organizer: Example AG | **Agent:** Test Travel Agency

Service Center: Example AG | Meeting Service
Telephone: +49 (0)228 / 854475-0 (Mon.-Fri. 8am - 6pm) | support@meetago.com

Record number: 664418

Date: 17. Aug 2015 until 18. Aug 2015 alternatively: 24. Aug 2015 until 25. Aug 2015

Requirements: 1 Meeting space

Invoicing: Whole invoice to event organizer

Conditions: accepted (Show offer conditions)

Hotel: XMS Testhotel Schweiz (Demo)

2

3



Comments: The budget for the whole event is 2,500.00€.


4

Cancellation policy determined by the agency "Test Travel Agency" (with submitting this offer, you confirm, in your property by the agency "Test Travel Agency" commission on the gross rates to the amount of packages, room rents, conference equipment, cancellation fees, etc.). Please note that this

5


1 Offer meeting packages:

Day	Date	Start/End	Individuals	Meeting rooms	Meeting package	process
1.	17. Aug 2015	09:00 - 18:00	10	1	offer	
2.	18. Aug 2015	09:00 - 18:00	10	1	offer	

 Total amount for conference: 0.00 EUR

[→ Offer meeting package for day 1](#)

2 Offer guest rooms:

Arrival	Departure	Single rooms	Double rooms	breakfast incl.	process
16. Aug 2015	19. Aug 2015	10	-	yes	

 Total amount for guest rooms: 0.00 EUR

[→ Offer / display guest rooms](#)

1 Click the printer symbol to view all request details and to print the request if necessary.

2 If you have any queries, please contact the relevant Service Centre.

3 You can see important information about the organiser here.

4 Any required commission is shown here.

5 Once you have accepted the commission policy, you can submit an offer for meeting packages and guest rooms for each day.

Submitting offers

Offering meeting packages

You can now offer meeting packages for each event day.

Event request: "Training RFP submission meetago Online Meeting Tool" | ... | Agent: Test Travel Agency

Offer → **1. Event day (10 Individuals)** 🗨️

Which dates would you like to offer?

Preferred date: 17. Aug 2015 (Mon) 17. Aug 2015 until 18. Aug 2015

Alternative date: 24. Aug 2015 (Mon) 24. Aug 2015 until 25. Aug 2015

The following food & beverages have been requested by the customer for this event day and must be included in your meeting package (MP).

10 x Requested meeting package MP per person → EUR/Day

Conference drinks limitless
 Morning coffee break incl. snack
 1 non-alcoholic drink with lunch
 Afternoon coffee break incl. snack
 2 drinks for dinner (beer, wine or non-alcoholic)
 Lunch: 2-course menu
 Dinner: Buffet

Remarks concerning refreshments

If the following services are NOT included in the above meeting package, then please state the additional costs below where applicable.

Rent for room / Additional costs (per room)	↕ included in MP
Conference room 🗨️ 09:00-18:00 10 Pax. - m ²	<input checked="" type="radio"/> yes <input type="radio"/> no → <input type="text"/> EUR/Day
↳ <input type="text"/> m ² Height: <input type="text"/> m	

Conference equipment	↕ included in MP
10 Writing pads and pens (Price per item) ⚠️	<input checked="" type="radio"/> yes <input type="radio"/> no → <input type="text"/> EUR/Day
1 Pinboard	<input checked="" type="radio"/> yes <input type="radio"/> no → <input type="text"/> EUR/Day
1 Screen	<input checked="" type="radio"/> yes <input type="radio"/> no → <input type="text"/> EUR/Day

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1 Specify the date that you would like to offer here.

If you want to offer a preferred date and an alternative date, please note that you cannot price the meeting packages separately for these dates. You can only offer different rates for the room packages.

2 Define the price per attendee for the services listed in the meeting package, provided the rates have not already been agreed upon with the corporate client, in which case the price will be displayed.

If the organiser has requested additional services, you can state the costs here or include them in the meeting package.

Submitting offers

Offering room packages

You can now offer the requested rooms.

Event request: "Training RFP submission meetago Online Meeting Tool" | ... | Agent: Test Travel Agency

Offer → **Requested guest rooms**

Offer preferred date

Rate Changes	Single rooms (per room / night)	Double rooms (per room / night)
16.08.15 - 16.08.15	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <div style="border: 1px solid #ccc; width: 30px; height: 20px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;">10</div> <div style="margin-bottom: 5px;">Single rooms , non-smoker, Breakfast</div> <div style="margin-bottom: 5px;">SGL breakf. incl. each <input type="text"/> EUR</div> <div style="margin-bottom: 5px;">Includ. breakfast each <input type="text"/> EUR</div> </div> <div> <div style="margin-bottom: 5px;">Double rooms: not required</div> </div> </div>	

Offer alternative date

Rate Changes	Single rooms (per room / night)	Double rooms (per room / night)
23.08.15 - 26.08.15	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <div style="border: 1px solid #ccc; width: 30px; height: 20px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;">10</div> <div style="margin-bottom: 5px;">Single rooms , non-smoker, Breakfast</div> <div style="margin-bottom: 5px;">SGL breakf. incl. each <input type="text"/> EUR</div> <div style="margin-bottom: 5px;">Includ. breakfast each <input type="text"/> EUR</div> </div> <div> <div style="margin-bottom: 5px;">Double rooms: not required</div> </div> </div>	

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Save >>

1 If rooms are required for more than one night, you can click “Rate Changes” to edit the applicable costs for the different dates.

2 If you are unable to offer the requested number of rooms, but still want to submit an offer, simply overwrite the defined number with the number of rooms you are able to offer.

3 Enter the total cost of each room here, including breakfast where applicable.

4 Please enter the cost of breakfast included in the room price in this box.

5 Now click “Save” to continue to the overview page in the next step.

Once you have saved your meeting and room package offers, you will return to the “Information about organizer and offer” page, where you can make any final changes.

After completing this, you can click “Continue to step 3 (‘Option term’)”.

Submitting offers

Submitting your contact details for customers

In the final step, you can add your contact details and set the date until which the offer is valid. If the organiser has stipulated certain cancellation and/or deposit policies, these will be displayed here. Before you can submit the offer to the organiser, you must first actively confirm these cancellation and/or deposit policies as well as any applicable commission policies.

1 **Offer valid until**

Valid until * Sun 5 April 2015 📅

Preferred date * First option Second option

* Please complete the marked fields

2 **Cancellation policy (if cancellation is not free of charge)**

Cancellations	<input checked="" type="checkbox"/>	from	14	days	prior to arrival	→	100	%
Cancellations	<input checked="" type="checkbox"/>	from	7	days	prior to arrival	→	50	%
Cancellations	<input checked="" type="checkbox"/>	from	1	days	prior to arrival	→	10	%
Cancellations	Add cancellation policy							

3 **Deposit policy (optional)**

Down payment on	Add deposit policy
Down payment on	Add deposit policy

Your reference number

Offer number *

Commission Policy

Information about commission policy	With submitting this offer, you confirm, in the event that the above-mentioned event will be booked at your property by the agency "Test Travel Agency AG" or by the corporate client directly, the payment of a commission on the gross rates to the amount of 10% for all paid services (accommodation, breakfast, packages, room rents, conference equipment, all food & beverages paid on the spot, no show and cancellation fees, etc.). Please note that this commission policy cannot be overruled by third parties.
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1 Here you can choose to submit the offer as the first or second option.

2 If the organiser has stipulated its own cancellation policy, it will be displayed here. If not, you can define your own policy. You can also scale the policy by stating the percentage of the total cost that can be cancelled free of charge up to how many days prior to arrival.

3 If the organiser has stipulated its own deposit policy, it will be displayed here. If not, you can define your own. You can also scale the policy by stating the percentage of the total cost that is due on which date.

To submit the offer to the organiser and to print it for your files, please click "Send offer".



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