



eGROUP LIST

Is your room allotment booked or are there still capacities available?

- Upon demand, we immediately provide you with an Excel spreadsheet that contains a current overview of the reservations already made
- Guest names, arrival and departure dates as well as guest preferences can thus be easily accessed and reviewed
- To ensure that you are continually informed about any changes of the room allotment this process can be repeated as often as required

GROUP PRE-ARRIVAL EMAIL

The ideal way to prepare your guests for the upcoming journey!

- Upon demand, each guest registered within your room allotment receives an automated booking reminder five days before arrival
- This special email confirms the arrival and departure date and contains additional information about current weather conditions as well as suggestions for activities in the area
- In addition, the “virtual concierge” function notes special requests such as late arrival or required airport transfer

All Web tools offered by Marriott International are free of charge – contact your local hotel partner for further information or assistance!

More information about our E-Tools:

WWW.MARRIOTT.COM

WWW.EVENTSBYMARRIOTT.EU

**E-TOOLS BY MARRIOTT.
FREE WEBTOOLS TO
SUPPORT YOUR EVENTS**



FIVE GREAT TOOLS AT YOUR FINGERTIPS TO MAKE YOUR EVENT PLANNING EASY.



RESLINK (Reservation Link)

Book your rooms online at contracted rates – 7 days a week, 24 hours a day!

- Upon confirmation of your room allotment, you will receive an email with a ResLink (hyperlink) especially created for your event
- By clicking the ResLink, the homepage of the chosen hotel will open automatically, including a reservation mask
- Your personal booking code is already pre-populated in the designated form field and linked to your contracted room rates
- You can now either send an email with the ResLink to the participants of your event or place it on your own website
- That way, rooms can be booked online, 7 days a week, 24 hours a day

CUSTOM WEBPAGE

Whether for a private or business event – your individual event website awaits you! We take care of the creation!

- Once you have confirmed your event including a room allotment at the chosen hotel, we will create your individual event page within just a few days and then send the corresponding link to you
- You can now either forward the ResLink to the participants of your event or place it on your own website
- By clicking the link, your individual event website opens, including a reservation mask with your booking code, which allows the participants to book their rooms online at the contracted rates at any time (A)

- In addition to a professional design, the website can be customised in line with your corporate identity, including individual text, logo, links and images (B + C)
- Additional documents can be uploaded to inform the participants about the event schedule and further supporting programmes (D + E)
- Moreover, information such as driving directions to the hotel and a city map is available on the website

eROOMING LIST

Discover a free and easy way to manage the rooming list of your event!

- We provide you with an Excel spreadsheet that covers booking-related information such as guest names, arrival and departure dates as well as guest preferences (preferred bed types, smoking or non-smoking rooms, requested floors)
- Upon receipt of the completed Excel spreadsheet, all data will be automatically uploaded in our hotel reservation system – thus, spelling mistakes and other errors can easily be avoided
- We will send you a summary of the registered guests in a tabular form, including the confirmation number for each reservation