

## Introduction

You now have the opportunity to sell your rooms as part of the IHF Housing Bureau initiative.

Please note that for your hotel to win business and for your county / region to be seen as a good value destination, your rates must be competitive.

Note: The Housing Bureau is available to all types of accommodation that is available in the city with a minimum room stock of 25rooms. To keep wording limited in this document the phrase 'hotel' is used to refer to accommodation providers/types.

## How it works

The Housing Bureau (HB) will receive enquiries from Conference Organisers looking for hotels / accommodation for a conference. For example, an organiser may wish for the Housing Bureau (HB) to determine if there are 1,000 rooms available in Dublin for nights 15<sup>th</sup> – 19<sup>th</sup> of September 2012, classification category should be 3 & 4 star and within 5km of the Convention Centre Dublin (CCD).

On foot of this query, the HB will search the IHF database to determine what hotels are selling in Dublin. Therefore, if your property has not set up default conference availability or rates, your hotel/ property will not appear for this search. If you wish your property to appear, you should manage your conference rates and availability as outlined in the following document.

If the HB ascertains that only 650 rooms are available, it will contact more hotels to see if they are selling and these hotels will then need to update their conference rates and availability. Once the HB has found a match to the organiser's criteria, the HB will then send them a link. This link will present all the hotels/ properties that are selling, the rates, the availability and the distance from the conference centre.

The organiser may at this stage see that the rates are not as competitive as another city or compared to what they paid in previous years and some negotiation may take place. The HB will then email each of the hotels that are selling and request they offer more competitive rates/upgrades etc..

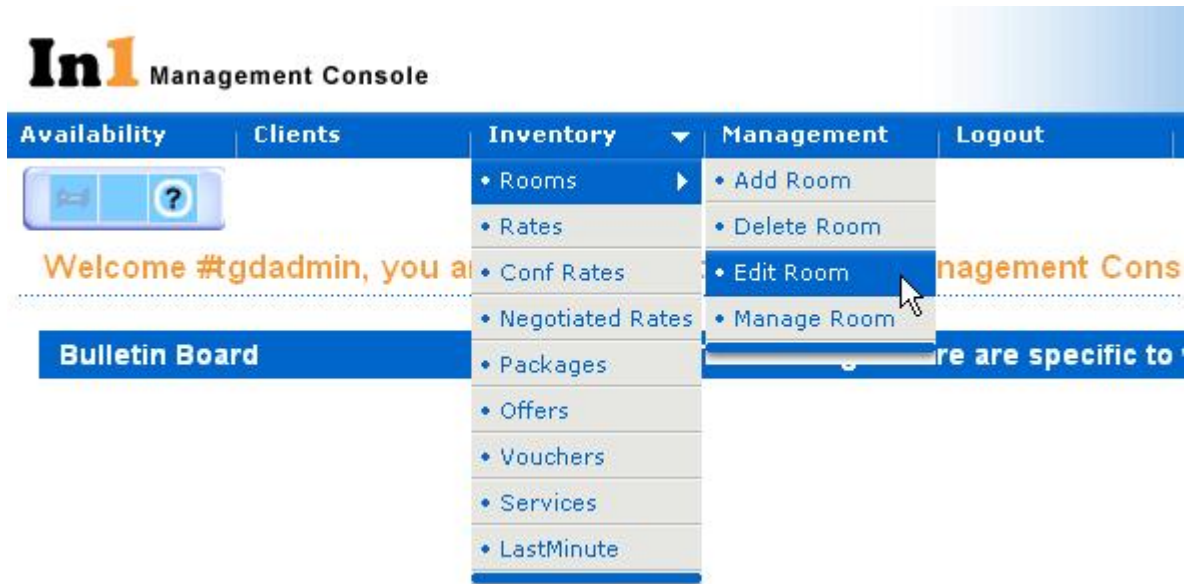
If the organiser is happy and the HB has confirmed all the rates and availability, the HB will build a landing page (website page) so that the organiser can sell your properties to the delegates of the conference.

In essence, if your hotel is not offering conference rates or availability, your property will miss out on bookings. So it is important to set these up immediately, as outlined below.

There are a number of steps to follow in order to offer your rooms for sale via the In1 Solutions Management Console (IMC).

## STEP 1: Add Default Conference Rates / Availability

For all existing rooms that are currently online through Irelandhotels.com for your Hotel, you should set up default conference availability and rates. To do this you go to Inventory > Rooms > Edit Room.



Then you select the room that you wish to edit.

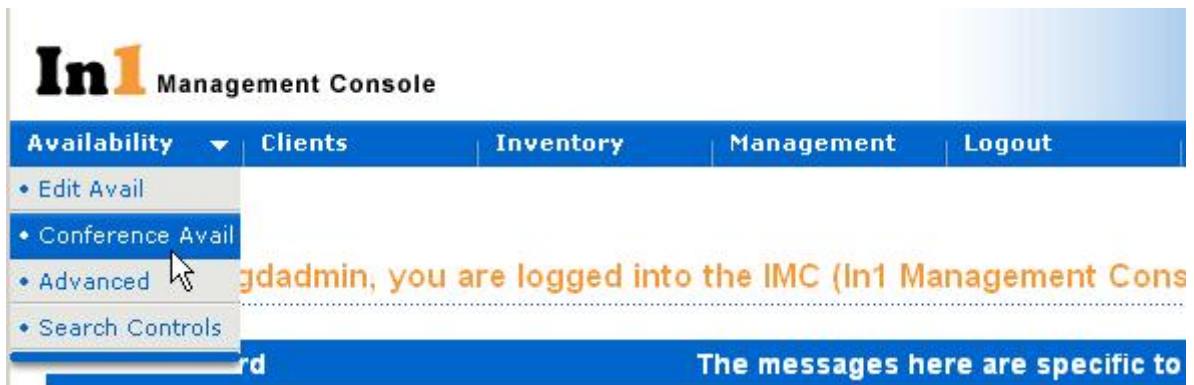
From here you can set a value for Default Conference Rate & Default Conference Availability. Once you have set up your default rate and availability you then click Save.

This means that you now have conference rates and availability for 5 years into the future beyond the current year. Rates can be set – up till 2014. Note the default rate will automatically increase by 5% annually, it is then advised to adjust the rates for the periods that you want to yield.

<b>Default Room Rate</b>	<input type="text" value="255"/>	<b>Default Conference Rate</b>	<input type="text" value="200"/>
<b>Occupants</b>	<b>Per room</b>	<b>Per package</b>	
<b>Adults (min)</b>	<input type="text" value="2"/>	<input type="text" value="2"/>	
<b>Adults (max)</b>	<input type="text" value="2"/>	<input type="text" value="2"/>	
<b>Default Adults</b>	<input type="text" value="2"/>	<input type="text" value="2"/>	
<b>Children (min)</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	
<b>Children (max)</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	
<b>Default Children</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	
<b>Infants (max)</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	
<b>Max Adults + Children</b>	<input type="text" value="2"/>	<input type="text" value="2"/>	
<b>Room availability</b>	<input type="text" value="10"/>	<b>Conference Availability</b>	<input type="text" value="10"/>

## STEP 2: Managing Rates & Availability

Once you have set up your default rates & availability, you can manage your specific conference inventory by going to: Availability > Conference Avail.



Select a period to review:

**In1 Management Console**

Availability   Clients   Inventory   Management   Logout

Home   ?

**Edit Conference Availability**

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To edit availability please select a room type or 'All Rooms', then select a period to query.

Select a room type:

Select a period:

Edit Availability:

Edit Rates:

Once you have chosen your room type and dates that you wish to edit you then click the Edit button. A spreadsheet will then appear from which you edit your availability, close out dates and edit rates for each room individually for each day. Note: That Single and Double/ twin rates are important, it is advised that rates include breakfast and tax.

**Edit Conference Availability**

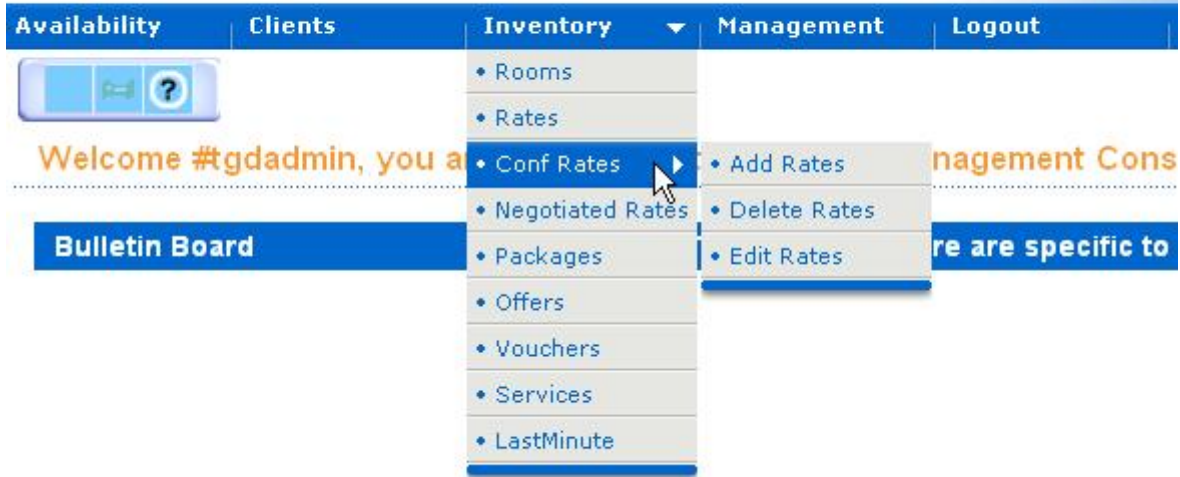
■ Number Currently Booked   ■ Number of Rooms Available   ■ Rate

Room Type	Pool	Fri 09/01/2009	Sat 10/01/2009	Sun 11/01/2009	Mon 12/01/2009	Tue 13/01/2009	Wed 14/01/2009	Thu 15/01/2009	Fri 16/01/2009	Sat 17/01/2009	Sun 18/01/2009	Mon 19/01/2009	Tue 20/01/2009	Wed 21/01/2009	Thu 22/01/2009	Fri 23/01/2009	Sat 24/01/2009
Double / Twin for Sole Use Room Only	0	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>
Double for Sole Use B&B	0	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>
Standard Double Room Only	0	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>
Standard Double B&B	0	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>
Standard Twin Room Only	0	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>
Standard Twin B&B	0	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>
Double / Single Room Only	0	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>	<input type="text" value="0A"/> <input type="text" value="0R"/>

If you wish to manage your Rates in bulk, go to Inventory > Conf Rates. From here you can add, edit and delete rates for Conferencing.

**In1** Management Console



To add rates, it's the same process as you currently use for normal rates.

### STEP 3: Managing Bookings

Bookings will come into the IMC in the normal fashion. Conference bookings will be clearly marked in the booking report with referrer "IHF\_XXXXX", where XXXXX is the identifier of the conference.

If you have any further questions on how this system works please do not hesitate to contact Support by e-mail at [support@in1solutions.com](mailto:support@in1solutions.com) or call us on 01 870 6350.

For IHF queries, please contact Lisa Kearney or Margaret Naughton on 01 406 8273.