



# **HRS MEETINGS AS A SERVICE TOOL GUIDE HRS MEETING TOOL**

**2022**

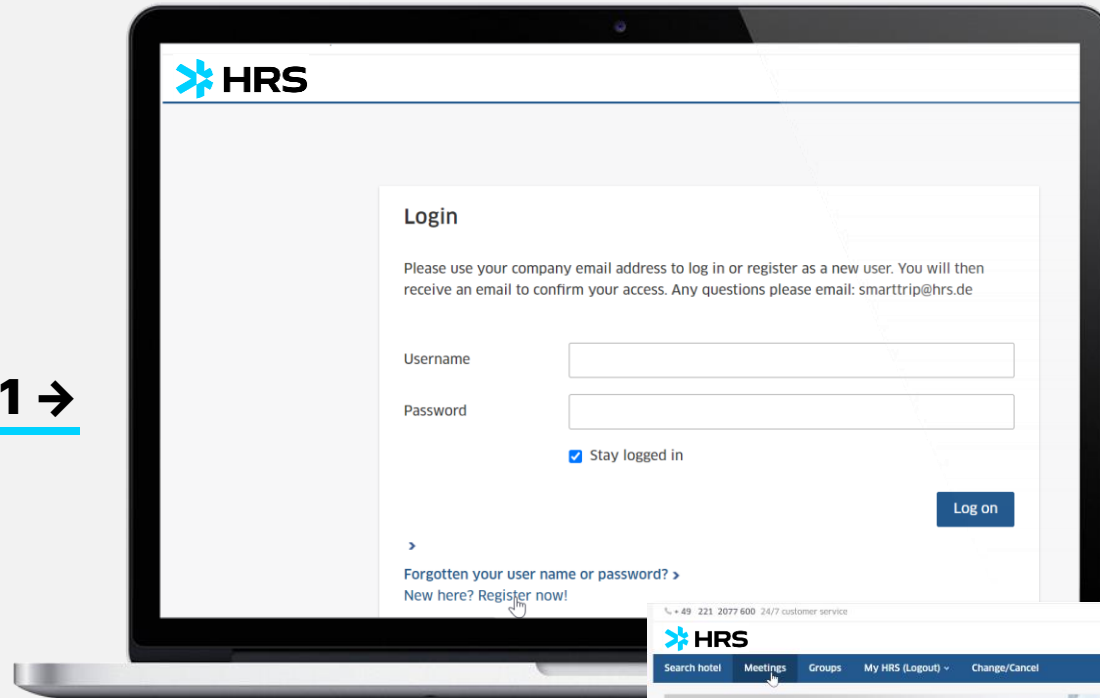
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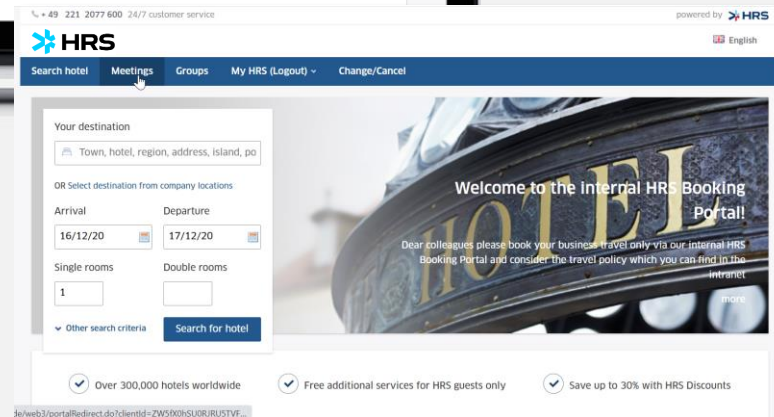
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# 01A – ENTRANCE THROUGH CI-LINK

**01 →**



**02 →**



## **01 Log in**

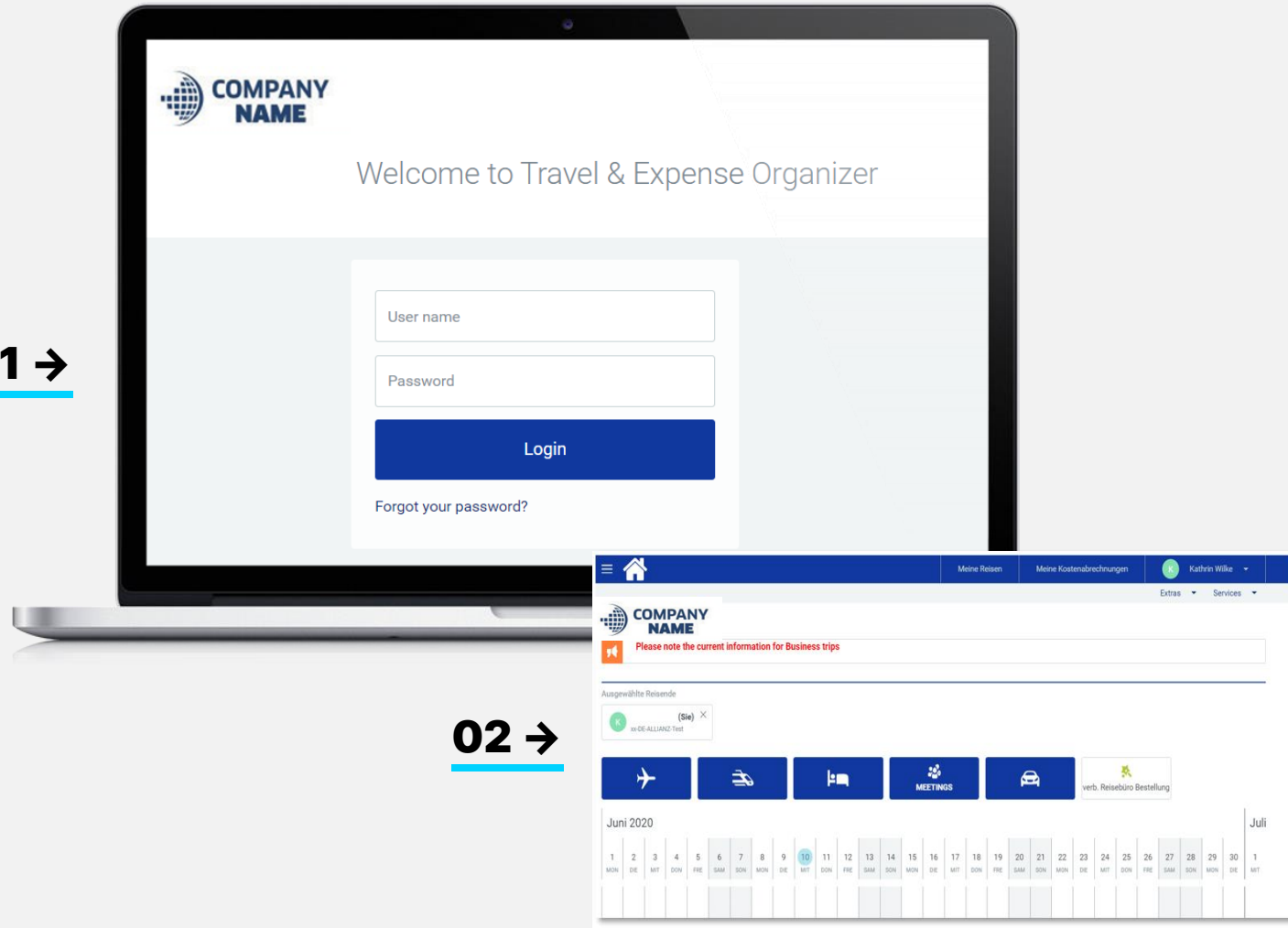
To use the HRS Meeting Tool either use your existing myHRS account or create a new one by hitting **"New here? Register now!"**

You may complete your profile with company address and telephone number in the section myHRS → access data.

**02** Now use one of the two tabs "Meetings" or "Groups" and you will be redirected automatically to the HRS Meeting Tool.

# 01B – ENTRANCE THROUGH CYTRIC

**01 →**



**02 →**

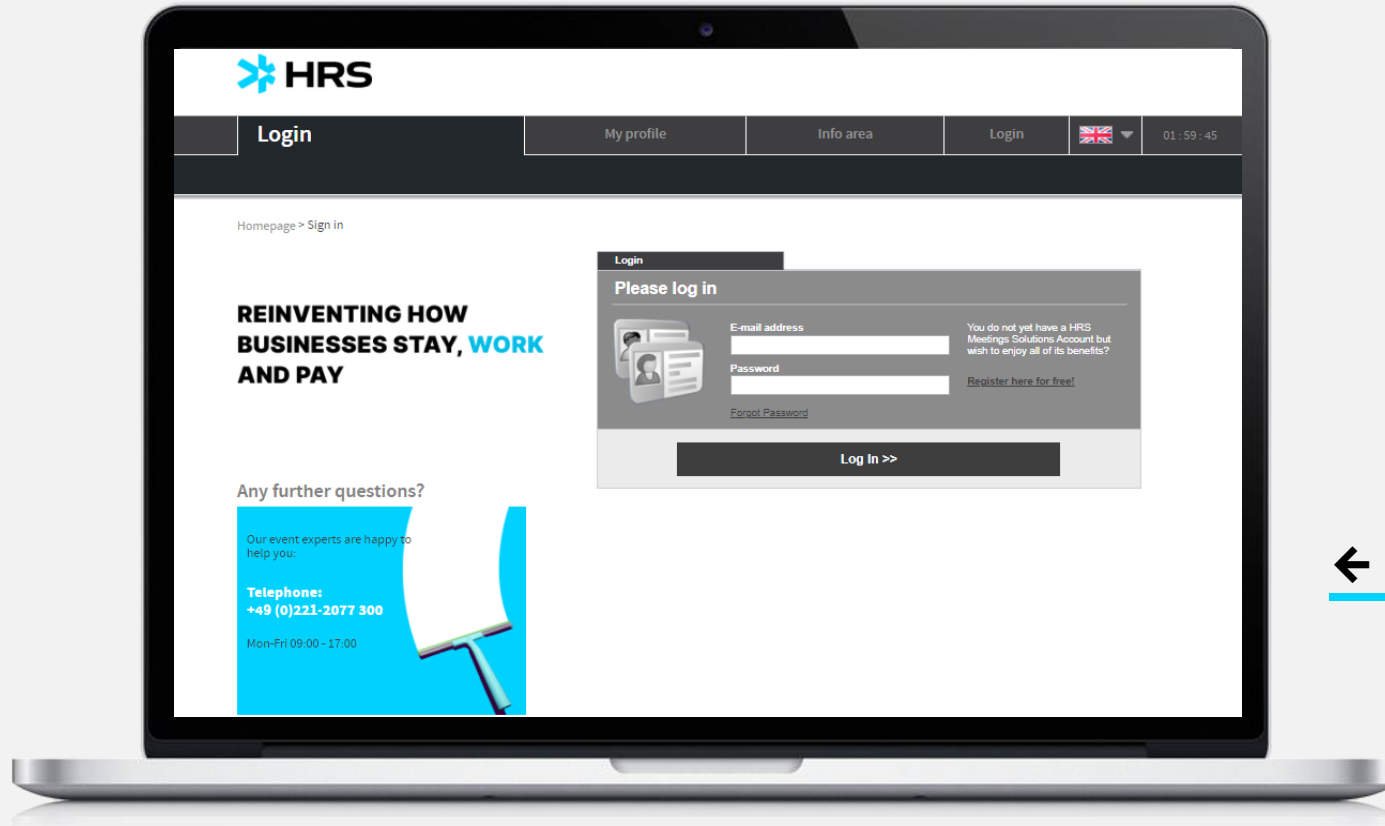
## **01 Log in**

To use the HRS Meeting Tool you need to receive the corresponding "Event Manager" rights within your Cytric-Profile. If you have questions in regard to your profile, please address to your internal travel management.

## **02** Then the icon "Meetings" will be visible to you, and you will be redirected automatically to the HRS Meeting Tool.

Please note that all profile changes in regard to company address, and contact details need to be done in Cytric via "personal data"

# 01C – STANDALONE SOLUTION WITH SELF-REGISTRATION



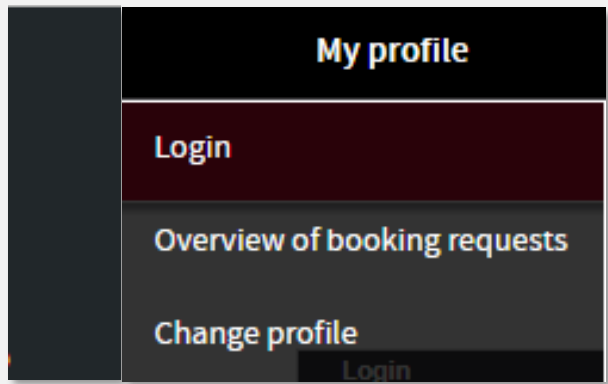
← 01

## 01 Log in

To use the HRS Meeting Tool navigate to the URL provided by your travel management and hit "register here for free" to create your profile.

After completing it with company address, telephone number and agreeing to the privacy policy you're ready to log in and start your inquiry.

# 02 – PROFILE SETTINGS/REPRESENTATIVES



01 ↑

03 ↓

Representative with access to my requests (optional)

Representative☒

Add representative

Save Data



Change your profile

Your address

Mrs/Mr

Ms

Title

First Name

Surname

Company

Department

Address

Postal Code

City

Country

Telephone

Fax

Email

Please note, that the details shown here (address, contact details) have been transferred automatically from the system you used to access this online tool. To change the details, please update your data in the master system. The details shown here will be updated automatically at your next login.

Check mandatory field and update it if necessary

Settings

Required language

English

Time zone

Please select

Unit of length

Metric system (m, km)

No emails

(Deactivate email notifications for received offers)

Service provider question

(Inquire about other services providers while searching)

Messages at expiration of option term

Message

(on the day of expiration of option term)

Please select

days before expiration of the option term

02 ↑



## 01 Profile settings

In the "Change profile" section you can change language settings and units of measurement.

## 02 Option reminder

You also specify here whether and when you want to be notified about option ends.

## 03 General Representatives

In the **representatives section**, you define who should have access to your processes. Before you can name someone as a general deputy for absences, this person must have already been in the meeting tool. You can assign as many deputies as you like.

You can also assign deputy rights per activity for individual activities (see page 18).

## 03 – START PAGE

### 01 ↓

**HRS**

You are logged in as  
HRS Tester

**Your search for**

Meetings & events  
Guest rooms & group travel

Berlin

Start date: 16.08.2022 | End date: 18.10.2022

Within a radius of...

**Search Hotels**

**Advanced search**

All hotel chains  
All categories

**MAKE DATA-LED DECISIONS**

**Trade fair dates**

- 02. Sep 2022 - 06. Sep 2022  
IFA | Berlin
- 20. Sep 2022 - 23. Sep 2022  
InnoTrans | Berlin
- 10. Oct 2022 - 12. Oct 2022  
Bar Convent Ber... | Berlin

← **04**

**Event data**

Number of Attendees: 10 | Event rooms: 1

☐ no rooms required

Single Rooms: 0 | Double rooms: 0

**Search Hotels**

### 02 ↑

### 03 ↑

### 01 Select type of inquiry

Choose between a (non)-residential event inquiry or an accommodation-only inquiry with at least 10 rooms total. Third option provides for long stays of several weeks.

### 02 Insert criteria

State your frame requirements for your event. The box for destination can be used with numerous information: a city, a district, a postal address or the name of your favorite hotel. The information stated in this section will be automatically transferred to detailed planning.

### 03 Start search

Click the button "search hotels" to proceed to hotel result list.

### 04 Fair dates

After inserting destination, arrival and departure relevant fairs will be displayed.

If you want to avoid high fair rates you may now change your inquiry to a date or destination without a fair or congress taking place.

# 04 – HOTEL RESULT LIST

01 →

03 →

04 →

The screenshot displays the HRS Hotel Search interface. At the top, the HRS logo is on the left, and a user login status 'You are logged in as HRS Tester' is on the right. Below the logo is a 'Hotel Search' button and a 'Change search' link. The main navigation bar includes 'My profile', 'Info area', 'Logout', and a language selector (UK flag). The breadcrumb trail reads 'Homepage > Germany > Hotel list'. The left sidebar contains filters for 'Hotel chains' (A-ROSA, abba, AC, Accor, Adina, Albeck & Zehden, Allthoff, Amano Group, Amber), 'Categories' (5-star to no stars), and 'Theme hotels' (Country, City, Congress, Castle, Business, Family). The main content area shows a search result list for 'Germany'. It includes a text input field, a 'Select hotels' button, and a 'Send request to hotels' button. Below these is a 'Please select up to 4 hotels' message. The search results show '206 hotels found (343 hotels in total)'. A dropdown menu indicates 'You have selected 0 hotel(s) of max. 4 hotels' and 'sorted by: Relevance'. Three hotel cards are visible: Leonardo Royal Berlin Alexanderplatz, Scandic Berlin Potsdamer Platz, and NH Berlin Alexanderplatz. Each card shows the hotel name, address, star rating, distance, and a 'SELECT' button. The bottom of the page has a 'Delegate to support' section with a 'Create Support Request' button.

← 02

## 01 Hotel result list

You may amend the list using various filter criteria on the left-hand side.

02 Additionally, you may change the order of the results by selecting one of the categories on top of the list

03 If your company negotiated binding rates for DDRs and group accommodation beforehand the hotels with binding rates are marked with the label "Contracted". Contracted rates can not be overruled by the hotels and must be offered in case of vacancies.

04 If you're not familiar with the destination you may use "support request" to get assistance free of charge to find the right hotel.



# 04 – HOTEL RESULT LIST

Select hotels

Send request to hotels

Event: 05. Jul 2022 until 05. Jul 2022 10 Attendees | Berlin

Please select up to 4 hotels

Result list » 206 hotels found (343 hotels in total) Show hotels on map

You have selected 0 hotel(s) of max. 4 hotels

Leonardo Royal Berlin Alexanderplatz - 10

Otto-Braun-Str. 90 » Conference hotel, 346 guest room meeting rooms, capacity up to 550 individuals\*\*, 59 pa

information

HRS rates

Scandic Berlin Potsdamer Platz - 10963 B

Gabriele-Tergit-Promenade 19 » Conference hotel, 56 meeting rooms, capacity up to 550 individuals\*\*, 60 pa

information

H

NH Berlin Alexanderplatz - 10249 Berlin

Landsberger Allee 26-32 » Conference hotel, 225 gue rooms, capacity up to 300 individuals\*\*, 80 parking spa

information

HRS rates

Hotel information

My profile

Info area

Logout

01:59:43

Back to Hotel List

My hotel selection

Select hotel

Scandic Berlin Potsdamer Platz in Berlin

Homepage » Hotel list » Scandic Berlin Potsdamer Platz.

Hotel evaluation: Very good 8.2

Hotel Description

Meeting Rooms

Protocols & Special Offers

Location & Directions

Print data

At the Scandic Berlin Potsdamer Platz we know exactly what it takes for the perfect meeting...

Scandic Berlin Potsdamer Platz is the perfect place for a conference, offering a restful and relaxed atmosphere in the vibrant center of the city. It sets new standards with its distinctive Scandinavian style, award-winning sustainability concept and dedication to full accessibility.

Boasting 16 conference rooms, 561 hotel rooms and amazing event locations just a stone's throw away, it's your gateway to all Berlin has to offer. Our conference area provides the right setting for every occasion, with rooms ranging from 27 m2 to 526 m2. All our conference rooms are inspired by the natural scenery of Scandinavia, with lots of light and natural colors. Equipped with state-of-the-art technology, they are the ideal location for your events.

You would like to design your next event completely or partially virtually? We realize this for you together with our software partner ExVol Virtual rooms can be created for every event, where all participants (avatars) can join in

Key Facts

No. of meeting rooms16

Capacity largest meeting room550 Attendees

Space largest meeting room526,0 m²

No. of hotel rooms561

Distance to airport9,0 km

Distance to motorway6,0 km

Distance to trade fair6,0 km

01 ↑



02 ↑

03 ↑

04 ↑

## 01 View hotel's details

Click on the hotel name to view hotel details.

## 02 Hotel description

Here you will find information about equipment and services

## 03 Conference facilities

Here you will find an overview of all event rooms of the hotel including seating and technical equipment.

## 04 Location

Here you will find detailed location and approach information.





# 04 – HOTEL RESULT LIST

01 →

Select hotels

Send request to hotels

Event: 05. Jul 2022 until 05. Jul 2022 10 Attendees | Berlin

|  |   |
|--|---|
|  Leonardo Royal Berlin Alexanderplatz ★★★★★ S | ✗ |
|  Scandic Berlin Potsdamer Platz ★★★★★         | ✗ |
|  NH Berlin Alexanderplatz ★★★★★               | ✗ |
|  AMBER ECONTEL Berlin Charlottenburg ★★★★★ S  | ✗ |

▲ Your hotel selection

Send Request to (4) Hotels →

Result list » 206 hotels found (343 hotels in total) [Show hotels o](#)

You have selected 4 hotel(s) of max. 4 hotels sorted by: Relevance



Select hotels

Send request to hotels





1 Define conference requirements

2 Define guest room requirements

3 State contact details

Send request and print

Event: 05. Jul 2022 until 05. Jul 2022 | 10 Attendees | 1 meeting room (change)

|  |   |
|--|---|
|  NH Berlin Alexanderplatz, 10249 Berlin ★★★★★               | ✗ |
|  AMBER ECONTEL Berlin Charlottenburg, 10589 Berlin ★★★★★ S  | ✗ |
|  Leonardo Royal Berlin Alexanderplatz, 10249 Berlin ★★★★★ S | ✗ |
|  Scandic Berlin Potsdamer Platz, 10963 Berlin ★★★★★         | ✗ |

change hotel selection

Please define your event now:

1 Conference / event requirements :

| Day   | Individuals      | Date | Start/End | Meeting rooms | Change | Delete |
|---|------------------|------|-----------|---------------|--------|--------|
| 1.  | Define Event Day |      |           |               |        |        |
| <a href="#">→ Select Event Requirements for Event Day 1</a> |                  |      |           |               |        |        |

2 Guest rooms:

| Arrival                               | Departure | Single Rooms | Double Rooms | Breakfast | Change | Delete |
|---------------------------------------|-----------|--------------|--------------|-----------|--------|--------|
| No guest rooms have been selected yet |           |              |              |           |        |        |
| <a href="#">→ Select Guest Rooms</a>  |           |              |              |           |        |        |

3 Contact details :

Continue to Step 3 (Contact Details) >>

← 02

← 03

## 01 Your shopping basket

You can select a maximum of 4 hotels per request. These will appear in your shopping cart.

## 02 Change selection

To remove a selected hotel from the shopping cart, click on the x behind the respective hotel name.

## 03 Proceed to service definition

When you have finished the hotel selection, click on the button "send request to hotels" to proceed to detailed planning.

# 05 – INQUIRIES/SERVICES/CONFERENCES

## 01 ↓

Please define your event now:

1

Conference / event requirements :

| Day | Individuals      | Date | Start/End | Meeting rooms | Change | Delete |
|-----|------------------|------|-----------|---------------|--------|--------|
| 1.  | Define Event Day |      |           |               |        |        |
| 2.  | Define Event Day |      |           |               |        |        |

[→ Select Event Requirements for Event Day 1](#)

2

Guest rooms:

| Arrival                               | Departure | Single Rooms | Double Rooms | Breakfast | Change | Delete |
|---------------------------------------|-----------|--------------|--------------|-----------|--------|--------|
| No guest rooms have been selected yet |           |              |              |           |        |        |

[→ Select Guest Rooms](#)

3

Contact details :

Continue to Step 3 (Contact Details) >>

Copy information for the following days:

☐ 26. May 2021

Back

Save and Continue >>

## 03 ↑

Select conference requirements → 1st Event Day ⓘ

Requirements for this day •

Based on \*

☐ building your own package ⓘ

☒ packages ⓘ

☐ individual prices ⓘ

Event data

Date \*

Wed 06. Apr 2022 ▾

\* You can define specifications for the other event days in the next steps.

Event rooms

☒ Main conference room

10

Attendees

Select setup ▾

Start Time

9:00am ▾

m² ⓘ

Room name

End Time

6:00pm ▾

☒ infection prevention / health and safety compliant setup ⓘ

Comments on the meeting room:

☐ Breakout Room 1

Attendees

Select setup ▾

Start Time

9:00am ▾

m² ⓘ

Room name

End Time

6:00pm ▾

☒ infection prevention / health and safety compliant setup ⓘ

Comments on the meeting room:

[add additional meeting rooms](#)

Additional conference equipment

| Requirements          | Number                        | Comment and floor plan |
|-----------------------|-------------------------------|------------------------|
| Writing pads and pens | <div><div></div>piece/s</div> |                        |
| Flip chart            | <div><div></div>piece/s</div> |                        |
| Overhead projector    | <div><div></div>piece/s</div> |                        |
| Screen                | <div><div></div>piece/s</div> |                        |

## 01 Conference services

Define your event requirements and your room requirements. If you searched only for event rooms or only for rooms, the other option is not applicable.

## 02 Edit

Choose for each day which rooms, seating and technology you need. Click on the respective day. First select if you want to make use of the preselected packages, build your own packages or ask the hotel for individual prices.

Navigate your mouse to the info icon to display the services included in the package.

## 03 Setup and additional services

Below the packages you can make your respective selection in the areas "room setup", "additional conference equipment", "meeting room equipment", "additional services" and "comments and wishes".

If needed, copy the settings to the following days by ticking the date.

# 05 – INQUIRIES/SERVICES/CONFERENCES

2

Guest rooms:

| Arrival   | Departure | Single Rooms | Double Rooms | Breakfast | Change | Delete |
|---|-----------|--------------|--------------|-----------|--------|--------|
| No guest rooms have been selected yet           |           |              |              |           |        |        |
| <div>→ <a href="#">Select Guest Rooms</a></div> |           |              |              |           |        |        |

← 01

3

Contact details :

Continue to Step 3 (Contact Details) >>

02 →

03 ↓

2

Guest rooms:

| Arrival   | Departure    | Single Rooms | Double Rooms | Breakfast | Change | Delete |
|---|--------------|--------------|--------------|-----------|--------|--------|
| 06. Apr 2022  | 07. Apr 2022 | 10           | 0            | yes       |        |        |
| <div>→ <a href="#">additional guest rooms</a></div> |              |              |              |           |        |        |

Select guest rooms

Your Travel Dates

Arrival \*

Wed 6

April 2022

Departure \*

Thu 7

April 2022

Your guest room requirements

Requirements \*

☒ Single/Double rooms ☐ Apartments

Single Rooms \*

0

piece/s

Double Rooms \*

0

piece/s

\* Check mandatory field and update it if necessary

Amenities / extras

Room type

☒ Non-Smoking ☐ Smoking

Breakfast Included

☒

Room type

Please select

Please select

0

per room

0

per room

☐

## 01 Rooms

Select the required number of double rooms and single rooms per day

## 02 Equipment

Select the equipment for the number of rooms indicated above. If you require rooms with different furnishings, please indicate these rooms separately.

## 03 Edit

When you have defined all requirments, click on "Save and continue". You return to the requirements over-view.

Here you can also add requirements for additional arrival days or room categories.

# 05 – INQUIRIES/SERVICES/CONFERENCES

Call-in allotment

Call-in allotment


☒ Book rooms as call-in allotment ⓘ

Keyword \*

until \*

Tue 11 ▾

May 2021 ▾



\* Check mandatory field and update it if necessary

Tips: Please always request overnight stays from day to day instead of requesting the entire period. It can save you much time and money, if you want to modify your contract afterwards. Additional guest rooms outside the above given time frame or rooms with different requirements can be added after clicking on “Save and continue“.

Back

Save and Continue >>

## ← 01

### 01 Call in allotment

If you would like participants to register individually at the hotel, please select the option "call in allotment".

All rooms that have not been picked up by the participants by the set expiry date will be returned to the hotel's availability free of charge.

The choice of whether the rooms are to be paid for centrally or individually by the guests is independent of the type of reservation and can be defined in a later step.

## 05 – INQUIRIES/CONTACT DATA

# 01 →

## 02 →

## 03 →

## State contact information

---

Your event

Event title \*

Event type

No selection ▾

Alternative date (if possible)

Start date

- ▾ - ▾

Upload document and submit to service provider

Type of document

▾

Datei auswählen

Keine ausgewählt

Type of document

▾

Datei auswählen

Keine ausgewählt

Type of document

▾

Datei auswählen

Keine ausgewählt

Type of document

▾

Datei auswählen

Keine ausgewählt

Your address

Mrs/Mr \*

Ms. ▾

Title

First Name \*

Eva

Surname \*

Mustermann

Company \*

HRS GmbH

Department

Address \*

Universitätsstr. 133

**Fill in the fields on the summary page as needed**

## 01 Title of event

Assign a title for your event. This title will be transferred to all further steps in addition to the event number as the main identification of the event.

## 02 Alternative date


You have the possibility to request an alternative date. Then you will receive feedback/offers for two dates.

### 03 Contact data

The contact details have already been partially prefilled from your profile. Please complete the fields Company and Department. These are mandatory fields.

# 05 – INQUIRY/CANCELLATION POLICY

## 01 →

|  |  |
|--|--|
| <b>▣ Invoicing</b>   |  |
| Meeting packages *   | Total account to organiser ▾   |
| Rooms *  | Whole invoice to event organizer ▾   |
| <b>▣ Deadline to receive the offer</b>   |  |
| Deadline   | 21. Dec 2020, 6:00pm CET   |
| <b>▣ Your cancellation policy</b>  |  |
| Cancellation policy stipulated by: <input type="text"/>  |  |
| Cancellable free of charge until [28] days before arrival [100]% .<br>Cancellable free of charge until [14] days before arrival [50]% .<br>Cancellable free of charge until [0] days before arrival [10]% .          |  |
| <b>▣ Your deposit policy (Deposits)</b>  |  |
| You will receive the down payment policy (deposit) along with the hotel's offer.   |  |
| <b>▣ References to the service provider</b>  |  |
| Offer valid until  | <div><div>- - ▾</div><div>- ▾</div><div> 6:00pm</div></div> |
| TIP: Set the option date as a rule as follows: Events takes place in less than 3 weeks = 5 days max., event takes place in less than 6 months = 2 weeks max., event takes place in more than 6 months = 4 weeks max. |  |

## ← 02

## ← 03

## 01 Define invoicing

Specify how the billing is to be carried out.  
For each category, you can decide whether billing is to go centrally to the organizer or whether it is to be carried out by the attendees individually.  
You can attach detailed invoice details later as a document with the booking.

## 02 Offer deadline

The time limit for submitting offers is 18.00 (hotel local time) for the hotel until the following working day. If the hotel of your choice does not (or cannot) respond within the set deadline, please contact the HRS Support Team to have the deadline extended.

## 03 Cancellations

The preset regulations for cancellations are graded according to the number of participants and are binding for hotels.

# 05 – INQUIRY/PAYMENT POLICY

**01 →**

**02 →**

Deadline to receive the offer

Deadline

13. Jan 2021, 7:00pm CET

Your cancellation policy

Cancellation policy stipulated by:

Cancellable free of charge until [28] days before arrival [100]% .  
Cancellable free of charge until [14] days before arrival [50]% .  
Cancellable free of charge until [0] days before arrival [10]% .

Your deposit policy (Deposits)

You will receive the down payment policy (deposit) along with the hotel's offer.

References to the service provider

Offer valid until

Tue 26

January 2021

6:00pm

TIP: Set the option date as a rule as follows: Events takes place in less than 3 weeks = 5 days max., event takes place in less than 6 months = 2 weeks max., event takes place in more than 6 months = 4 weeks max.

Comments

\* Check mandatory field and update it if necessary

Back

Send Request to Hotel

**← 03**

## **01 Deposits**

Please see your company specific settings in regards to payment policy.


## **02 Option limit**

Please specify a uniform option deadline for all hotels requested.

In the last comment field, it is recommended to communicate basic things, such as a comment on the desired option deadline or a budget specification or other basic wishes regarding your request to the hotel.

**03** By clicking on "send request to hotel" you send the request to the selected hotels.

At the same time, you will receive an email containing the record number and the summary of your request.

 HRS


HRS MEETINGS AS A SERVICE – TOOL GUIDE HRS MEETING TOOL

16



# 06 – OVERVIEW BOOKING REQUESTS

01 ↓




You are logged in as  
HRS Tester

Requests

My profile

Info area

Logout



01 : 52 : 53

Homepage > My profile > Requests

Account: Tester, HRS

Overview of booking requests »

Templates for new requests »

Contracted hotels »

Statistics »

Change profile »

Change password »

Management company and departments »

Company locations »

Any further questions?

Our event experts are happy to help you:

Telephone:  
+44 (0) 208 846 0691

Mon-Fri 09:00 - 17:00

Overview of booking requests

Templates for new requests

Change profile

Test 10.03.2022

24. Mar 2022|1

---

---

no offers received

Requests:

☒ All

☐ Hotel requests

☐ Other contracts/bookings

☐ all requests

☒ requests in process

☐ confirmed

☐ rejected

☐ cancelled

Hotel name/Ref.-No.:

Time Period:

Employee account:

Reload Page

After you sent out the request and now a record number has been assigned, you can work in 3 levels:

- **Your booking requests:** Overview of all activities in all status
- **Record overview:** overview of all inquiries, offers and bookings for a record number
- **Hotel requests:** all process steps with one hotel

## 01 Overview of booking requests

In this "Overview Booking Requests" you will find all current transactions with record number and event title. Here you can filter and sort according to various criteria. Under "employee account" you can search for processes that you did not start yourself, but persons who have granted you representative rights. By clicking on the event title, you open the record overview and can now edit the inquiry.

# 06 – RECORD OVERVIEW

**01 →**

**Record: 1091901**






















|                        |  |
|------------------------|--|
| Title of request:      | Test-Veranstaltung   |
| Date:                  | 19. Oct 2021 until 20. Oct 2021  |
| Event Organiser:       | Kathrin Wilke   |
| Comparison:            | <a href="#">Download bid comparison (PDF)</a>  |
| Follow-up Questions:   | <a href="#">Send New Message to the Support Team</a>   |
| Status of the request: | Your request is handled by Kathrin Wilke   |

**← 02**

**03 →**

## Hotel requests

Request from 12. Jan 2021, 9:27am CET | Requested by: Kathrin Wilke

| Hotel  | Option Term  | Estimated Price | Status   |
|--|--------------|-----------------|--|
| Test-Veranstaltung   Date: 19. Oct 2021 until 20. Oct 2021   Requirements: 2 Meeting Rooms    |              |                 |  |
| XMS Testhotel Hambur...          | 26. Jan 2021 | 7465 EUR        |         |
| XMS Testhotel Köln (D...     | 26. Jan 2021 | 8090 EUR        |     |
| XMS Testhotel Schwei...     | ---          | ---             | Hotel declined    |
| <a href="#">Compare hotel offers &gt;&gt;</a>  |              |                 |  |

## 01 Record overview

The record overview contains general information on a record such as title, travel period and owner of the record.

By clicking on the pen behind your name, you are able to assign a deputy for this particular record only.

## 02 Support Team

You will be informed by email about new personal messages from the support team. To read them please click on "message to the support team".

**03** If your record is currently being handled by the support team, you will see the agent's name with their contact details in the section "Status of the request"























# 07 – HOTEL OFFERS/OFFER COMPARISON



Comparison: Download bid comparison (PDF)

Follow-up Questions: Send New Message to the Support Team

### Hotel requests

Request from 12. Jan 2021, 9:27am CET | Requested by: Kathrin Wilke

| Hotel  | Option Term  | Estimated Price | Status   |
|--|--|-----------------|--|
| Test-Veranstaltung   Date: 19. Oct 2021 until 20. Oct 2021   Requirements: 2 Meeting Rooms   |  |                 |  |
| XMS Testhotel Hambur...      | 26. Jan 2021  | 7465 EUR        |     |
| XMS Testhotel Köln (D...     | 26. Jan 2021  | 8090 EUR        |     |
| XMS Testhotel Schwei...     | ---  | ---             | Hotel declined    |

Select action  

Compare hotel offers >>

← 02

← 01

← 03

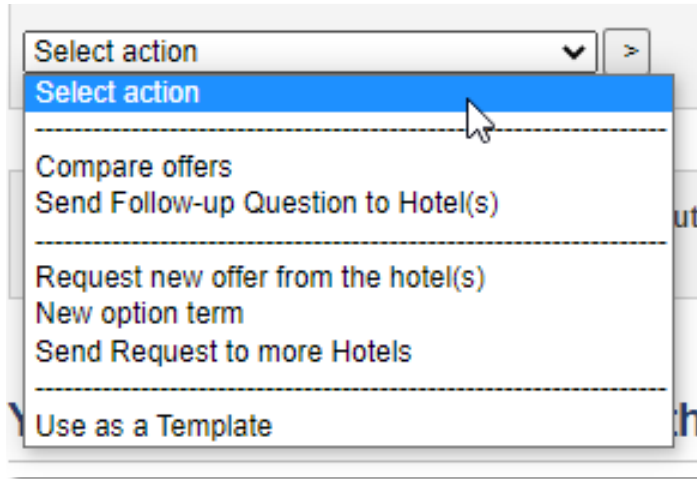
## 01 Offers

Newly received offers are highlighted in red. You have various possibilities for comparing the offers.

**02** The PDF offer comparison consists of a cover page that provides a short overview of all quotations. This is followed by the detailed offers with all package contents, option deadlines, payment and cancellation conditions as well as a link to the hotel description with all details and corresponding photos.

**03** With the option "Compare Online" you have the possibility to download it as an Excel file and make your comments, change the order etc.







## 07 – HOTEL OFFERS/FURTHER ACTIONS



- **COMPARE OFFERS:**  
use this function to download online comparison in excel format
- **SEND FOLLOW-UP QUESTIONS TO HOTEL(S):**  
Ask the hotel(s) that made an offer for more details such as what kind of food will be served or how many power outlets are within the meeting room. Alternatively, you can use this functionality to re-negotiate the prices. All follow up questions and the hotel's responses will be part of the contract in case you confirm that particular offer.
- **REQUEST NEW OFFER FROM THE HOTEL(S):**  
You may ask the hotel for a refined offer in case you needed to change your requirements (i.e., different number of participants) or you agreed for a renegotiated price via the follow up questions.
- **NEW OPTION TERM:**  
here you can request an option extension from the hotel if you cannot decide within the originally set option. Expiring options lose their validity after 6 pm local time of the hotel on the last day of the option period.
- **SEND REQUEST TO MORE HOTELS:**  
You can copy the same inquiry to more hotels if all initial hotels declined your inquiry or if you need more comparison offers.
- **USE AS A TEMPLATE:**  
If you are planning recurring events with always the same schedule, you can use an already created or conducted event as a template to save yourself having to define your requirements again.
- **CANCEL REQUEST:**  
is only available if one or more hotels have not yet replied. Herewith you can withdraw your request in total for all hotels.

## 08 – CONFIRMATION

Request from 12. Jan 2021, 9:27am CET | Requested by: |

| Hotel  | Option Term  | Estimated Price | Status  |
|--|--------------|-----------------|---|
| Test-Veranstaltung   Date: 19. Oct 2021 until 20. Oct 2021   Requirements: 2 Meeting Rooms |              |                 |   |
| XMS Testhotel Hambur...  | 26. Jan 2021 | 7465 EUR        |     |
| XMS Testhotel Köln (D...   | 26. Jan 2021 | 8090 EUR        |     |

← 01



### Accept offer as a firm booking

**Event request from 12. Jan 2021**

|               |   |
|---------------|---|
| Request:      | Test-Veranstaltung   25 Pax.  |
| Date:         | 19. Oct 2021 until 20. Oct 2021   |
| Requirements: | 2 Meeting Rooms  |
| Option term:  | 26. Jan 2021, 7:00pm CET  |
| Hotel:        | XMS Testhotel Hamburg   |

☒ Cancel other offers

☐ XMS Testhotel Köln (Demo), Testdorf(H6706314 of 12. Jan 2021)

Back

Book Offer

← 02

### 01 Select offer

Click on the green tick behind your favorite offer to make the binding booking. You can review you contact data, the contracting party, applicable cancellation and payment policies before closing the contract.

**02** In the same step, please release any comparison offers that are no longer required, and please state the reason for cancellation.

Finally hit "book offer" and you will be redirected to the record overview.

## 08 – CONFIRMATION

The offer has been accepted as firm booking.

Record: 1091901

|                      |   |
|----------------------|---|
| Title of request:    | Test-Veranstaltung               |
| Date:                | 19. Oct 2021 until 20. Oct 2021  |
| Event Organiser:     | Kathrin Wilke                    |
| Comparison:          | Download bid comparison (PDF)   |
| Follow-up Questions: | Send New Message to the Support Team  |

Contracts of this record


| Service provider  | Status   | Estimated Price | Action  |
|---|--|-----------------|---|
| XMS Testhotel Hamburg  | Contract  | 7465 EUR        |    |
| Total price: 7465 EUR   |  |                 |   |

← 01

03 ↓

02 ↑





Dear

We would like to point out to the fact that an online contract was concluded for the event on 01. Oct 2022 of the company

Please click on the following link in order to get all important contract data.

=> [https://hrs.meetago.com/rn\\_W0p4GP2UGMhU9GeP5MRQ\\$zeFumdOO2qi2d9oTVhf.htm](https://hrs.meetago.com/rn_W0p4GP2UGMhU9GeP5MRQ$zeFumdOO2qi2d9oTVhf.htm)

For any further questions, please do not hesitate to contact our service team by phone +49 (0)221 2077 7321 (Mon-Fri 09:00 - 17:00).

Best regards

HRS GmbH | Breslauer Platz 4 | 50668 Cologne | Germany | Tobias Ragge | District court: Cologne | HRB 90154 | UStIdNr. DE 252323086

**01** Within the record you now find a display "the offer has been accepted as a firm booking".

**02** You can download the digital contract by clicking the printer icon.

The contract contains the same conditions as the offer and all renegotiations. No manual signature is required.

**03** As soon as you, or your representative, have clicked on the green tick and confirmed online, you will receive an email notification containing a link to the contract document

# 08 – CONFIRMATION – APPROVAL PROCESS

### Approval process

The approval process protects the booker and documents that the booking and/or the purchasing process has been made in accordance with the guidelines.

#### Procurement process

- 1 Information on booking as per the corporate travel guidelines. →
- 2 Ensure bookings are authorised by supervisors/authorised signatories.
- 3 Complete the entering, checking of the data and conclude the e-contract for the booking.

Request from 13. Jan 2021, 4:34pm CET | Requested by: Kathrin Wilke

| Hotel  | Option Term  | Estimated Price | Status |
|--|--------------|-----------------|--------|
| Genehmigungsprozess   Date: 16. Jun 2021 until 16. Jun 2021   Requirements: 1 meeting room |              |                 |        |
| XMS Testhotel Köln (D...   | 20. Jan 2021 | 1920 EUR        |        |

Select action > Have the offer approved

Compare hotel offers >>

### Information about the booking and confirmation of the guidelines

According to the corporate travel guidelines, TUV Travel Management requires information on the following statements.

#### Specifications of the booking and confirmation of the guideline

☐ yes ☒ no I confirm that I have received at least three comparable offers.  
Explanation: \* Other hotels are no longer available (no quc v)

☐ yes ☒ no I confirm that I will book the most favourable offer subject to economic feasibility.  
Explanation: \* Other reason  
the other meeting room was too small

\* Check mandatory field and update it if necessary

**01** ↑

← **02**

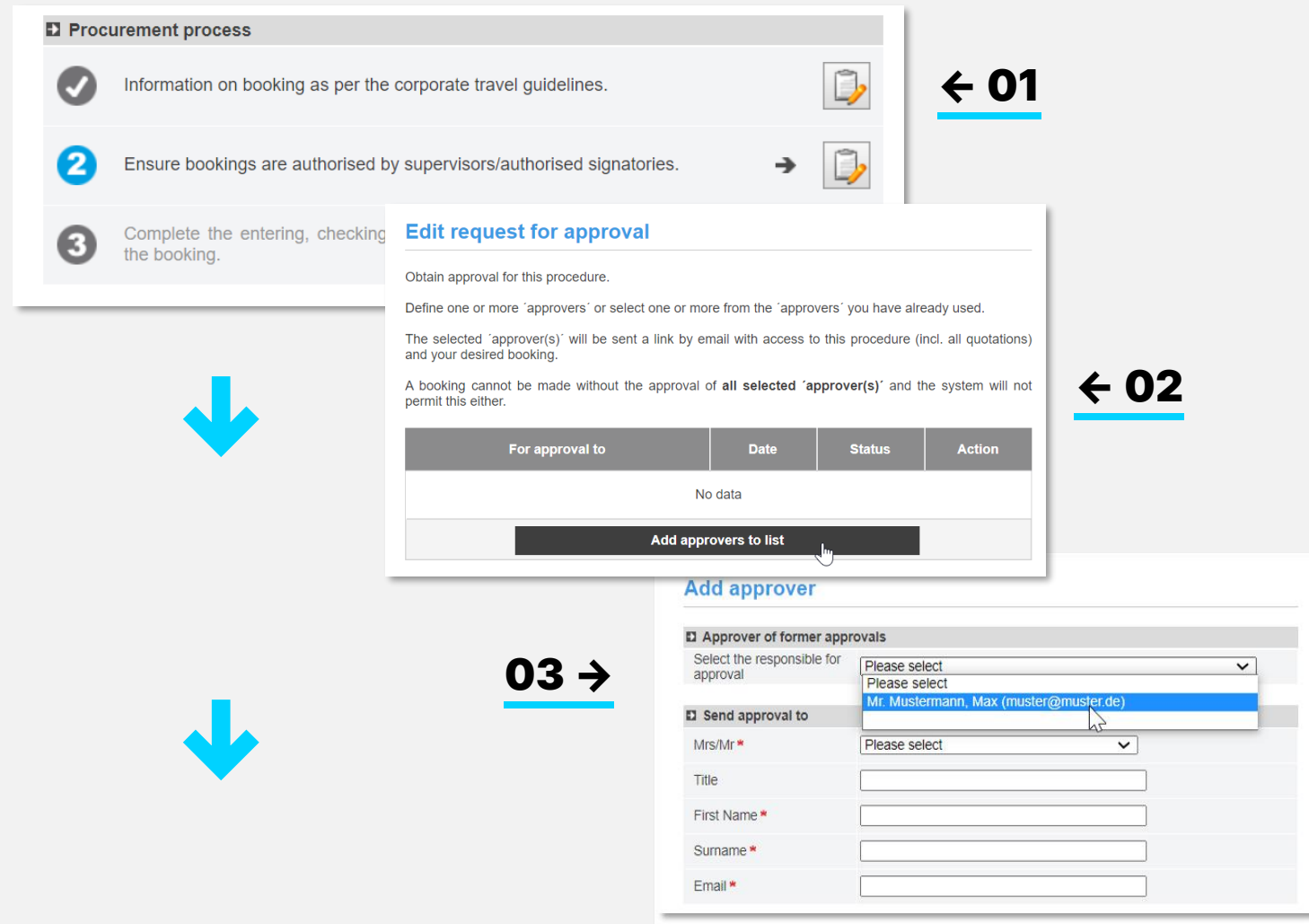
**03** →

**01** If your company opted for an approval process during the implementation process, you are not able to close the contract immediately but must follow the approval process. Start it by clicking the green tick behind your favorite hotel.

**02** You now need to follow the three steps. First of all, there is a questionnaire that might have different questions as shown here in accordance with your travel guideline.

**03** In order to answer the questions either select one of the reasons within the drop-down menu or select "other reason" and state your decision in own words.

## 08 – CONFIRMATION – APPROVAL PROCESS



**01** Step two of the approval process is sending out a request for approval to the cost center owner or line manager.

**02** Add the person in charge by clicking "add approvers to list!"

**03** You can either choose an approver you already added in the past or add a new one by inserting their salutation, first and last name and email address. Optionally you can add a personalized message.

The approver does not need to have an own profile to the HRS Meeting Tool and will receive the request for approval both in local language and English.

**After adding the approver, you need to click "send request for approval" to carry out the request.**



## 08 – CONFIRMATION – APPROVAL PROCESS

Request from 13. Jan 2021, 4:34pm CET | Requested by: Kathrin Wilke

| Hotel  | Option Term  | Estimated Price | Status |
|--|--------------|-----------------|--------|
| Genehmigungsprozess   Date: 16. Jun 2021 until 16. Jun 2021   Requirements: 1 meeting room |              |                 |        |
| XMS Testhotel Köln (D...   | 20. Jan 2021 | 1920 EUR        |        |

← 01



Request from 13. Jan 2021, 4:34pm CET | Requested by: Kathrin Wilke

| Hotel  | Option Term  | Estimated Price | Status |
|--|--------------|-----------------|--------|
| Genehmigungsprozess   Date: 16. Jun 2021 until 16. Jun 2021   Requirements: 1 meeting room |              |                 |        |
| XMS Testhotel Köln (D...   | 20. Jan 2021 | 1920 EUR        |        |

Procurement process

- ✓ Information on booking as per the corporate travel guidelines.
- ✓ Ensure bookings are authorised by supervisors/authorised signatories.
- 3 Complete the entering, checking of the data and conclude the e-contract for the booking.

Complete the entering, checking of the data and conclude the e-contract for the booking.

← 02



Accept offer as a firm booking

Event request from 13. Jan 2021

Request: Genehmigungsprozess | 10 Pax.

Date: 16. Jun 2021 until 16. Jun 2021

Requirements: 1 meeting room

- 01** You will be notified as soon as the approver replied to your request for approval. As long as you are waiting for response, the handshake symbol remains grey.
- 02** Now proceed to the conclusion of the contract which is entirely the same as for clients without an approval process. Please see pages 21 + 22.

# 09 – ADDING DOCUMENTS

Contracts of this record

| Service provider          | Status       | Estimated Price | Action  |
|---------------------------|--------------|-----------------|---|
| XMS Testhotel Hamburg ⓘ ? | Contract ⓘ ⓘ | 7465 EUR        |    |

01 ↑

02 →

Upload document

Document: Participant list

Brief description:

Comment:

File (max: 1024MB) \*  Vorlage TN Liste TMS.xls

\* Check mandatory field and update it if necessary




Documents

Event request from 12. Jan 2021

Request: Test-Veranstaltung | 25 Pax.

Date: 19. Oct 2021 until 20. Oct 2021

Requirements: 2 Meeting Rooms 

Hotel: XMS Testhotel Hamburg

Upload document

Document \* 

Please select.

Please select.

Technical Layout

Seating plan

Participant list

company logo

Agenda/schedule

01 After booking you have the possibility to attach documents (e.g., participant lists) to the record and to release them for the hotel to view.







02 You can use PDF, Word or Excel documents with a maximum size of 2 MB.

03 By clicking on the eye symbol, you can send a notification to the hotel so that they download the document.

**Without notification the document is not visible to the hotel.**



In order to send the file to the hotel, you have to click on the "eye" symbol of the respective document in the list below.







| Document   | No. | Date         | Action  |
|--|-----|--------------|---|
|  Participant list  | 1   | 12. Jan 2021 |     |

Release document for hotel and send respective email to hotel

← 03

# 10 – CANCELLATIONS AND AMENDMENTS

Contracts of this record

| Service provider  | Status   | Estimated Price | Action  |
|---|--|-----------------|---|
| XMS Testhotel Hamburg   | Contract   | 7465 EUR        |    |

Total price: 7465 EUR

Cancel contract or add services

← 01



Via 'Alter services', you can add and cancel services. Your request for alteration will be sent to the hotel for submission of an amendment offer. Not before you have received the amendment offer will you be able to book the alteration of services. Via 'Cancel parts of the services' and 'Cancel contract completely', you can make partial or complete cancellations without the need of a reconfirmation by the hotel.

Alter Services

Cancel Parts of the Services

Cancel Contract Completely

1 Conference / event requirements:

| Day | Date         | Start/End       | Individuals | Meeting rooms | Meeting package | Action  |
|-----|--------------|-----------------|-------------|---------------|-----------------|---|
| 1   | 01. Oct 2020 | 9:00am - 6:00pm | 10          | 2             | 75.00 EUR       |  |
| 2   | 02. Oct 2020 | 9:00am - 6:00pm | 10          | 2             | 75.00 EUR       |  |

Alter meeting requirements

Please note: There are only 280 days left until your arrival. Please take note of the following cancellation policy. Costs may occur for this cancellation!

Cancellation Policy

Cancellation policy stipulated by: HRS GROUP

Cancellable free of charge until 28 days before arrival 100% .  
Cancellable free of charge until 14 days before arrival 50% .  
Cancellable free of charge until 0 days before arrival 10% .

\* Check mandatory field and update it if necessary

Your request for alteration will be sent directly to the hotel when you click the button. Within a short time, you will receive an altered offer by the hotel that you will be able to book subsequently. Please note that until then no cancellations or additional alterations of this request are possible.

Back

Sent Request for Alteration to Hotel >>

Use the grey circle to adjust your booking.


Three options are available here:

- 01 Alter/increase Services**

Use if you want to add additional services or participants to your booking. You make the relevant change using the gray arrow. Before you make a binding change, the cancellation conditions are displayed.

Additional services require a confirmation from the hotel.

After you have received the change offer from the hotel, it is necessary to accept it within the set option to make the change binding.

 HRS

HRS MEETINGS AS A SERVICE – TOOL GUIDE HRS MEETING TOOL

27

# 10 – CANCELLATIONS AND AMENDMENTS



← 01

← 02

| Contracts of this record  |              |                 |   |
|---|--------------|-----------------|---|
| Service provider  | Status       | Estimated Price | Action  |
| XMS Testhotel Hamburg ⓘ ?   | Contract ⓘ ⓘ | 7465 EUR        |    |
|  Alteration of contract | Alteration ⓘ | 8405 EUR        |   |
| Current status  | ---          | 8405 EUR        |    |
| Total price: 8405 EUR   |              |                 |   |

03 →

## 01 Cancel parts of the services

You use this function if you require fewer participants or services than agreed in the contract. It is not necessary for the hotel to react to this change for it to be binding. It is a pure notification function without confirmation

## 02 Cancel contract completely

You use this function if you do not want to execute a date at all. If you want to reschedule an appointment, first cancel the old date and then make a new request for the new appointment.

## 03 Current contract status

After you have made a change, you can download the current status of your booking by clicking on "current contract status". Unconfirmed change offers will not be considered at this time.

Every change to the contract will generate an additional row in the overview.

# 11 – INVOICING

## 02 →

|  |                           |
|--|---------------------------|
|  | <b>Total: 3335.00 EUR</b> |
|--|---------------------------|

All prices include taxes and fees (additional local taxes/fees such as a culture tax, visitor's tax, resort fee, etc. will be charged by the hotel on site in accordance with local tariffs if applicable)

**Invoicing:**  
Conference flat rate / conference services: As per attached invoice details  
Individually ordered extras (drinks, food, etc.): As per attached invoice details  
Overnight stay/Breakfast: Total invoice to the event organizer  
Parking fees: Total invoice to the event organizer  
Porterage: Total invoice to the event organizer  
Extras room (minibar, room service, PayTV, etc): Total invoice to the event organizer  
Use of fitness and wellness facilities: Total invoice to the event organizer  
**The organiser's offer conditions dated 28. Aug 2019 were accepted when submitting the offer.**  
[https://allianz-hrs.meetago.com/gtc\\_9vbMDZGd9EivDoMGIZbAUO8IW4RKBVAC55W7eMqD\\_EN.htm](https://allianz-hrs.meetago.com/gtc_9vbMDZGd9EivDoMGIZbAUO8IW4RKBVAC55W7eMqD_EN.htm)

**Deposit**  
The companies in the Allianz Group generally make no advance payments for services that have not yet been performed.

## 01 ↑

### 01 Payment upon invoice

Payment is made on account in accordance with the terms of the offer directly between you and the hotel.

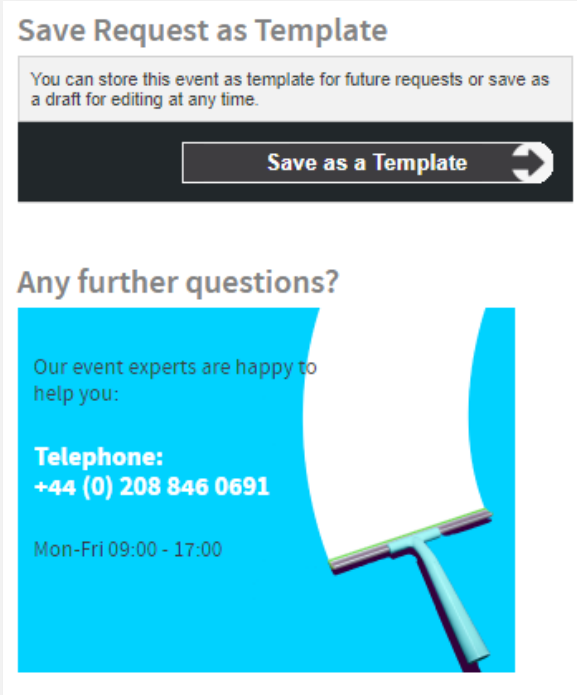
Please check the details and inform the hotel in time about the desired division. The hotel will then send the invoice accordingly directly to the billing address given.

For more detailed invoice information, please use the option to attach a document "invoice details" when booking. It then becomes part of the contract.

### 02 Self payment

In the case of the "self-payer" accounting variant, the participants pay the costs incurred on site at the latest upon departure. A central invoice does not arise at all.

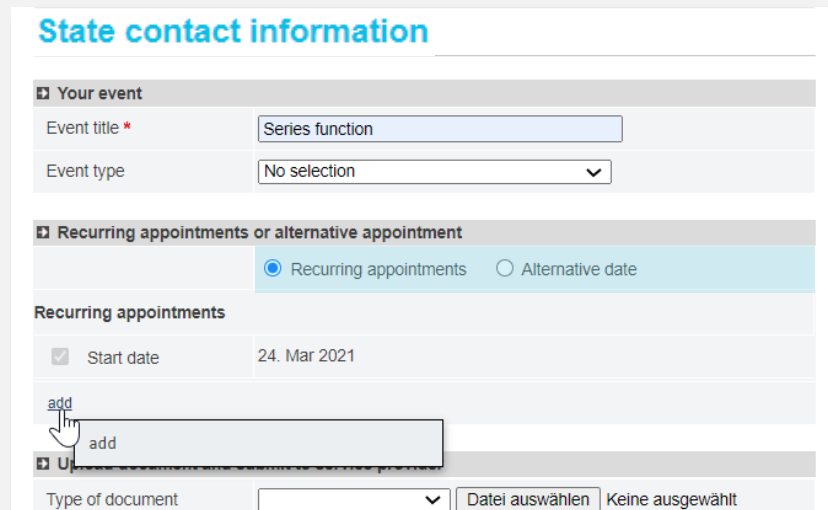
# 12 – TEMPLATES/SERIES FUNCTIONALITY



← 01



02 →



## 01 Templates

During the detailed defining of your inquiry you find a box on the left hand side, allowing you to save your inquiry as a template for reoccurring events. Every user is able to store up to 20 different templates.

You can also cache your request to continue working on it within the next two weeks.

## 02 Series

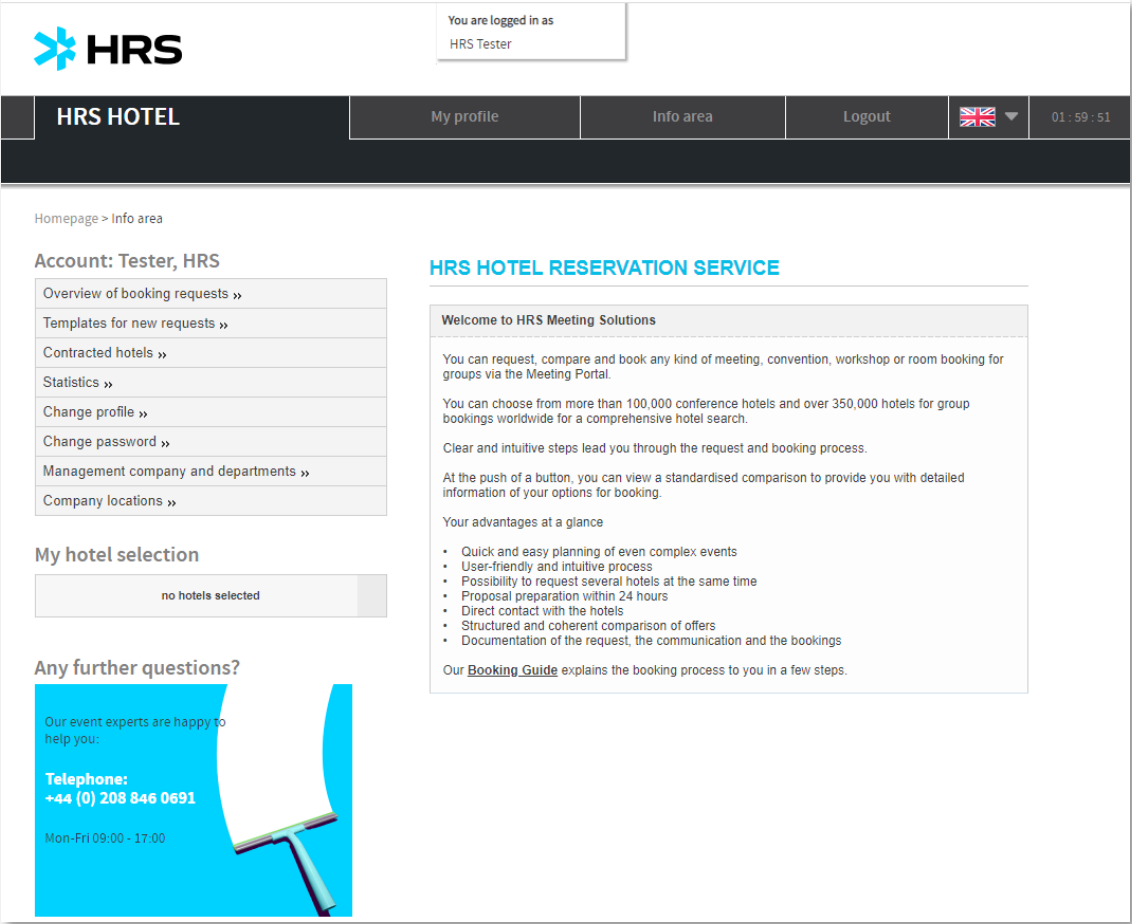
If you plan a row of events which have always the same requirements with no deviation of number of participants, name of the event etc. you can benefit from using the series function in the third step of the inquiry. You may just change the selection from "Alternative date" to "recurring appointments" in order to add additional dates to your inquiry.

Please note, that this functionality is not available for all users but must be granted individually.

Every date of the series will be stored within an individual record number.

# 13 – INFO AREA

01 ↓



← 02

01 Info area

The info area contains important information about your company and, if applicable, travel policies.

02 You can download the tool guide here.



**THANK YOU**