

## FedRooms® for Groups and Meetings Contractor “Site Research Made Easy!”

### 1. What we do ...

FedRooms® for Groups and Meetings provides hotel market research and sourcing for government meeting planners. FedRooms® for Groups and Meetings is FREE and easy to use!

- ★ 12,000+ hotels in 3,300 cities worldwide
- ★ 90+ hotel chains represented *with the flexibility to add hotels that meet your needs*
- ★ Backed by the FedRooms® Guarantee

### 2. Where to find us ...

Visit [www.FedRooms.com](http://www.FedRooms.com) and select the FedRooms® for Groups and Meetings icon tab. It's that easy!

### 3. How it works ...

- ★ Government meeting planners complete an online form located on [www.FedRooms.com](http://www.FedRooms.com) detailing group and/or meeting requirements.
- ★ We process the requirements and send to FedRooms® hotels via the Cvent Supplier Network to the property that best meets the planner's needs in the city(s) selected.
- ★ In four business days we send a FedRooms® Market Sourcing Report with a side-by-side comparison of the interested FedRooms® hotels meeting your requirements.
  - Market research and sourcing include: hotel name, date availability, costs for guest rooms, meeting room (s), AV equipment, and food & beverage (if required). In addition to any other information requested.
- ★ Our FedRooms® Meeting Coordinator contacts the planner close to the decision date indicated on the planning form for follow up questions and to determine the hotel selected so the remaining hotels may release any held space. *Please be sure to close out your market research and sourcing process by alerting our Meeting Coordinator of your hotel selection.*
- ★ When the hotel is selected, we put the planner and the hotel meeting manager in touch to work out details and continue the planning process. *Cvent, our partner for RFP delivery, also offers other solutions for meeting planners including online registration, event email marketing, housing block management, fee collection, and event budget management. Cvent is on the GSA Schedule (indicated at the bottom of the planner form).*
- ★ **The rest is up to you.** *FedRooms® for Groups and Meetings gathers useful information to aid the government in determining the availability of their required needs. The market research and sourcing FedRooms provides is considered informational in nature and does NOT constitute an offer or formal proposal.*



