

# Corporate Accommodation Management

A Fully Managed Booking Solution for Your Next Event

A fully managed solution designed to give training providers full visibility, control, and safeguarding oversight of attendee accommodation.



## 1. Sourcing and Rate Negotiation

We negotiate favourable rates for your specific event, whether at a single venue or across multiple hotels in the local area. We ensure all options align with your company's budget and quality standards.



## 2. Secure Attendee Portal

Approved hotels are uploaded to a password-protected platform. Attendees access the portal via a unique login to view availability and make their selection in line with your travel policy.



## 3. Data Capture and Selection

Attendees complete the Request Form with company name, address, email, dates of stay, number of nights and any special requests.

Then select the preferred hotel for their stay which will be inline with the companies policy (budgetary and standard)



## 4. Confirmation

Once the hotel confirms the booking we send the attendee the confirmation and again a 5 day reminder should they need to cancel.



## 5. Safety and Visibility

tobook can generate comprehensive rooming lists for the event organiser.

This ensures you have total visibility of "who is staying where" for safety purposes and headcounts.

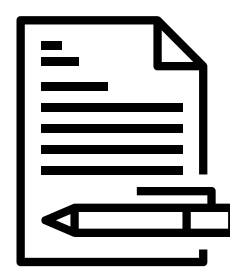
### Flexible Payment Options



#### Option 1:

#### Individual Payment

(Guest Pays)



#### Option 2:

#### Bill Back Service

(Client Pays)