THE PROCESS

Adding Events to the Calendar

Any Open IFMA sponsored Event May be added to the system calendar. The simple steps to post are:

1. Open the IFMA Meeting Management Solutions (MMS) page located in the IFMA Chapter/Council Management link.
2. Click on the Express Event Post or Detailed Request to fill out the contact information, name of the event, projected attendance and link for registration and/or further information.
3. If the meeting is only one day, enter the Start Date and End Date as the same day.
4. If the event does not require space to be searched and contracted, add the location and time in the “notes and comments” section.
5. Enter “Submit Request”
6. Your Event request is sent immediately for approval and posting to the IFMA Calendar is usually complete within one hour.
7. For programs requiring a search, reports of bidding hotels are generated with 72 business hours.

The Research...
HB will search their database, which includes comments from other associates and meeting planners on topics such as service, physical condition and rates.

Specific hotels requested by you will be included; as well those that HB has found that fit your requirements.

HB will check for any special deals available to our representatives, to see if any match your requirements.

Sending the Lead/RFP...
Requests for proposals will be sent to hotels.

HB will compile all of the information they receive from the hotels into a Hotel Summary Report and send the results to you.

Narrowing the decision...
Using the Hotel Summary Report provided, you will select one or more hotels that they are interested in pursuing.

HB will request sales kits and further considerations from the hotel.
HB will set up any site visits you request, which will allow you to meet the staff and become more familiar with the hotel(s).

**The Final Contender...**
You will select the hotel of your choice.

HB will send the contract request to the hotel and provide them with the IFMA contract requirements.

**Negotiations...**
You will receive a copy of the contract, including a review from HB. Based on feedback, HB will negotiate until a final agreement has been reached, ensuring that pertinent clauses and concessions are included.

You will sign the final copy of the contract and return it to HB.

HB will forward the signed contract to the hotel and return the countersigned contract to you.

**Your Site has been selected...**
The process is complete.

It is now time for HB to step back and let you begin to work directly with the hotel. HB will continue to be there to assist in any way possible.

**NEXT STEPS...**
You work directly with: (may be a combination of the following)...

**The Hotel Convention Service Manager...**
The hotel will assign a Convention Services Manager (CSM) to you to assist with the following:
- The Rooming List
- Menus
- The Food & Beverage Selections
- The head counts
- The Cutoff dates for Rooming List
- Etc.

**HB Associate...**
HB will assist with recommendations and possible proposals with outside vendors for: transportation, securing off-site venues, etc.