



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

1. What we do ...

FedRooms® for Groups and Meetings provides hotel market research for government meeting planners who have the responsibility to find sites for their government meetings and/or government groups. FedRooms® for Groups and Meetings will utilize an industry leading on-line research tool to facilitate the process; which in turn provides a rapid response for your meeting and group market research from FedRooms® hotels worldwide.

2. Where to find us ...

Go to ... www.fedrooms.gov or www.fedrooms.com

Select the **FedRooms® for Groups and Meetings** icon ... **it's that easy!**

3. How it works ...

- ★ On our Program's website, you'll be asked to complete a check list of important questions so that we can understand your group and/or meeting requirements.
- ★ Once we process your requirements, they'll be quickly sent to our FedRooms® hotels in the city(s) that you've selected. We'll match your requirements with the hotel(s) that best fit your request.
- ★ Your contact information will NOT be provided to any hotel at this time.
- ★ Our goal is to require the hotels to get back to us within 24 to 36 hours on receipt of your group and/or meeting market research.
- ★ Once we receive the hotel(s) responses, we'll send a FedRooms® for Groups & Meetings Response Sheet back to you; our goal is within 48 hours.
- ★ The FedRooms® for Groups & Meetings Response Sheet will provide market research to include: hotel name, date availability, guest room rate, meeting room charges, est. food & beverage costs if required and any other information that you request.
- ★ Once you've had time to review the response sheet, our FedRooms® Meeting Manager will contact you for any follow up questions you may have.
- ★ If the market research meets your expectations and you would like to continue with a more detailed conversation with one or more FedRooms® hotels, just let us know and we'll provide the hotel(s) manager with your contact information to only include your daytime office telephone number and daytime office e-mail address.
- ★ **The rest is up to you and your Agencies appropriate contracting official. Please remember that this is considered market research only, which consists of gathering useful information to aid the government in determining the availability of their required needs. The market research that FedRooms provides is considered informational in nature and does NOT constitute an offer or formal proposal.**

