



Summary of Benefits

Passkey offers you an attractive and time saving tool that delivers secure access to your event's inventory and to crucial, real-time information so that your job is both easier and less stressful. Our new group housing technology helps you save operational costs and improves the service available to your attendees.

Enhanced Attendee Experience

- Seamless access to housing from the planner's Website or other location of your choosing.
- Event-specific reservation Website with detailed hotel information, including attractive images and graphics of the hotel, its guest rooms and amenities.
- Interactive and secure shopping environment that presents only your blocked inventory.
- Automated, immediate reservation confirmations sent by email or fax.

Reduced Attrition Exposure

- Ability to offer an integrated housing solution with your registration system to provide a one-stop shopping experience for your attendees.
- Keep abreast of event block and pick-up information 24/7 from any Internet connection so you know whether you need to take action to assure your objectives are achieved.
- Optional cancellation policies to control booking behavior and reduce wash rates.
- Accurate tracking of attendee reservations made after cut-off.
- Reduced book-around exposure because attendees are presented your blocked inventory whether they book online, by phone, fax, or mail.

Advanced Meeting Management Tools

- Enhanced blocked inventory management capabilities, such as:
 - Everyone in the housing management process shares the same information in real-time.
 - Different attendee types can be assigned to specialized sub-blocks within the overall event block.
 - Shoulder nights pre- and post-event are presented as well as actual event nights.
- Attendee database available to support your marketing communications. Send out latest event news, special incentives, customized marketing messages or other broadcast emails.
- Deliver rooming lists and attendee information through direct electronic data transfer into the hotel's CRS, eliminating the errors that can occur when information is re-keyed.

Direct Planner Access to Information

- Tracking of historical information to help in future hotel contract negotiations.
- Track registrations and reservations through real-time reporting.
- Direct access to enter rooming lists with Passkey's specialized reservations capability.
- Ability to make, modify, and cancel reservations as necessary.
- Download reports into preferred format (e.g., CSV, Excel, etc.).
- On-demand, real-time reporting of such key information as:
 - Block and Pickup summaries.
 - Delegate name reports.
 - Revenue reports.
 - Booking pace reports.
 - History reports.

