

## NEGOCIATION WITH HOTELS - CHECK-LIST BY ICCA

The following is a non-comprehensive list of the items you might consider including in your negotiations for a waiver or price reduction.

- Complimentary room-night per 20,30, or 40 room-nights booked.
- Complimentary upgrades as a percentage of room-nights booked.
- Standard prices across all room types.
- Double room at single rates.
- Extend the special conference rates before and after the event.
- Complimentary double occupancy for spouses.
- Complimentary or upgraded breakfasts.
- Rebate to Master Account if delegates book a specified number of room-nights.
- Differential pricing between Master Account rooms and delegate rooms (i.e. a discount for staff, speakers and guests).
- Complimentary or discounted meeting space linked to a number of room-nights.
- Upgraded banqueting menus.
- Special deals for VIPS (could include free airport transfers; wine/fruit in rooms).
- Special deal for board meetings held prior to main Association meeting.
- Free or discounted rooms for site inspection visits.
- Special rates for promotional functions held by sponsors during the main events.
- Private check-in area.
- Exclusive use of one of the hotel bars for networking.
- Use of office, maybe including equipment such as photocopier.
- Discount on in-house AV supplier rates.

- Free storage facilities for advance deliveries.
- Free door drops.
- Free portage.
- Use of in-house or nearby leisure and sports facilities.
- Late check-out or early check-in (especially important if you have intercontinental delegates who arrive early in the morning).
- Continuous coffee service.
- Free pastries or cookies with coffee.
- Car park charges.
- More generous deposit requirements (later; smaller; etc).
- Complimentary use of local WiFi network.
- Complimentary use of Business Centre.
- Complimentary use of Executive Lounge.
- Upgraded security.
- Official welcome desk.
- Complimentary use of flagpoles for association banners.
- Complimentary use of hotel TV network to communicate to delegates' bedrooms.

Source: ICCA Intelligence “Negotiating with hotels” – [www.iccaworld.com](http://www.iccaworld.com)