



UNIVERSITY OF PITTSBURGH HOTEL PROGRAM





University of Pittsburgh Hotel Program

Important

- The presentation will be recorded. All Zoom participants will receive an email with a link to the recording. The recording will also be available on the Purchase, Pay & Travel website following the session.
- All participants are automatically muted on Zoom to avoid any background noise throughout the presentation.
- Enter any questions into the chat feature of Zoom throughout the presentation.



University of Pittsburgh Hotel Program

If you qualify for any of the following below you will work through the Hotel Program:

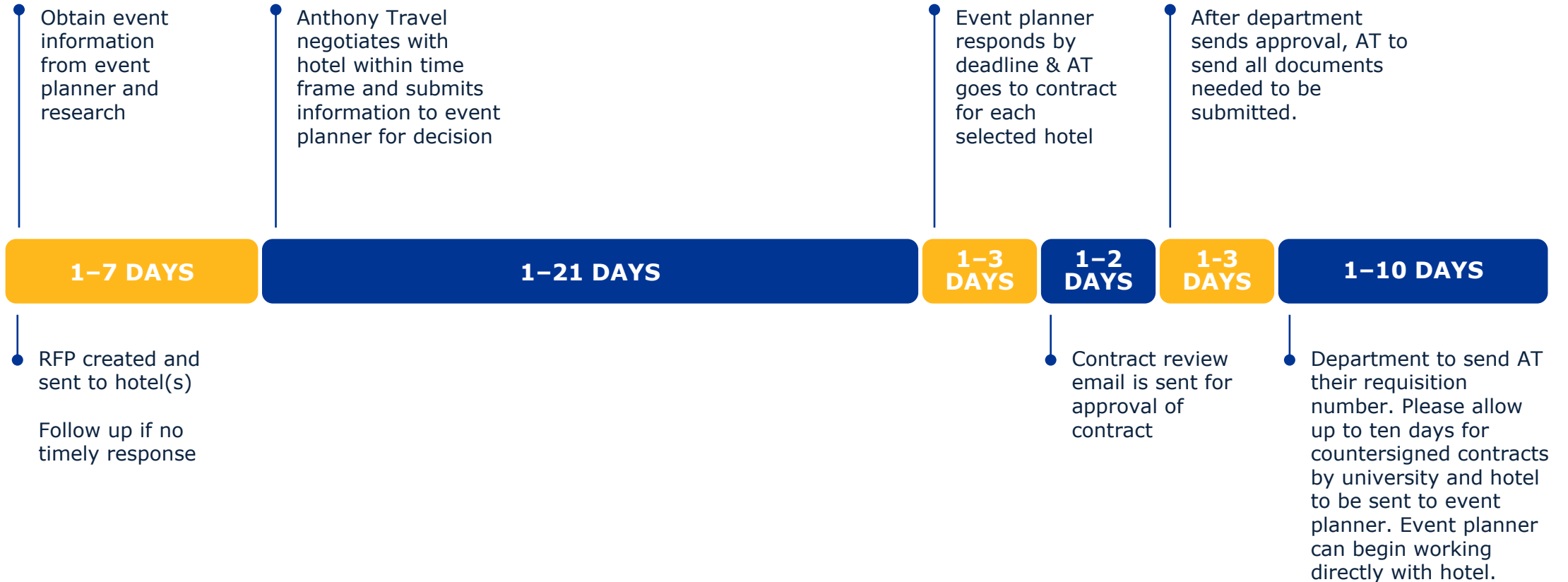
1. You need a block of 10 or more sleeping rooms per night at a hotel
 2. You need meeting space at a hotel
 3. You need a combination of both 10+ sleeping rooms per night and meeting space at a hotel
- The first step is to fill out the Hotel Room Block and Hotel Conference/Meeting Space Request form in **PantherExpress**.
 - * Process will change beginning May 1st, 2022, submit a Contract Request within the PantherExpress System with the contact type selected as "Conference & Event- Hotel (Room Block/Conf Space)".
 - Once form has been submitted, Allison Jones will reach out to provided to confirm information and/or request additional information for this event.
 - Please do not secure/hotel sleeping rooms, hotel meeting space or discuss rates prior to working with Allison. Working through the hotel program, allows us to source the right hotel for your needs. Always remember to list properties you wish to consider.

Feel free to reach out to me directly, for any hotel questions or needs
allisonjones@anthonytravel.com



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Hotel Program Process Timeline



The University of Pittsburgh requires submission of hotel needs at least 14 days prior to the start of the group room block and/or meeting space



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FAQ

- Q** What is the University of Pittsburgh Hotel Program?
- A** **It's a managed program offered by Anthony Travel providing assistance to University event planners when contracting for the use of hotel conference facilities and sleeping rooms. This program provides the most competitive rates for both group and transient business for local and national hotels.**
- Q** What are the benefits of having the Hotel Program?
- A** **Assistance with contract negotiations for hotel meeting space and sleeping rooms from an industry professional; Sourcing assistance (locating the hotel that best suits event needs); Competitive rates by leveraging hotel relationships and spend from national travel agency; Less risk in agreements (attrition, cancellation, early departure fees)**
- Q** When would a contract go through the University of Pittsburgh Hotel Program?
- A** **All contracts with a hotel, whether for event space or sleeping rooms, will go through the University of Pittsburgh Hotel Program when the University is the organization responsible for the contract and financially responsible.**
- Q** Who should I contact when I have a request?
- A** **Please complete the Contract Request within the PantherExpress System with the contract type selected as "Conference & Event- Hotel (Room Block/Conf Space)" or contact Anthony Travel's Hotel Program Manager.**
- Q** How far in advance should I reach out to book a hotel for an event?
- A** **The further out from a program date we can begin the process, the better for securing favorable rates and availability.**
- Q** What does "sourcing a hotel" mean?
- A** **Sourcing is the act of sending a Request for Pricing and soliciting a response from a hotel.**



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FAQ

- Q** What information do you need in order to secure the hotel?
- A** **Complete the Contract Request within PantherExpress System with the contract type selected as “Conference & Event- Hotel (Room Block/Conf Space)”. Include any specific hotels you would like to include in the sourcing process and as much information as you can. Once the request is submitted, the Hotel Program Manager will contact the Department Event Planner with any additional questions and to ensure all requirements are completed. To source the hotel(s) we need approval from the travel approver (an email stating the spend has been approved) before signing any contract.**
- Q** What is the difference between group blocks and [individual bookings](#)?
- A** **Group blocks are ten or more rooms per night. Should you have a need for fewer than ten, we can still assist as we have negotiated rates at several hotels that we can offer to those that don’t qualify as a group. Please click the link above to review the hotels in the program.**
- Q** Are Departments able to sign their own hotel agreements?
- A** **No. All agreements need to be initiated by the Hotel Program Manager and signed through the PantherExpress system and Purchasing Services.**
- Q** How is the program different from past processes?
- A** **In the past, you contacted the venue directly. Now you will contact the Hotel Program Manager for them to source and negotiate the contract on your behalf. This includes all previous Signature Venues as those negotiated template agreements for use at \$10,000 or less are not longer available.**
- Q** How do I book a non-hotel venue?
- A** **The process for non-hotel venues will continue through the current process in place with Purchasing Services.**



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Questions?

Program Contacts:

Anthony Travel

- [Allison Jones](#)- Hotel Program Manger

University of Pittsburgh

- [Emily Duchene](#)- -Travel Program Manager
 - [Melissa Vrana](#)- Senior Buyer Conferences & Events
 - [Rebecca Hickman](#)- Contracts Administrator
 - [PPT Customer Service](#)
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