



Conference Tips - Your Accommodation

When assessing venues for a residential conference from the comfort of your office it's important that we are all clear in the definitions that the industry applies to describing accommodation rooms in the quotes they send to you. Although hotels, conference centres, guest houses and motels all have different in-house names they use to describe their rooms, the typical industry standards are:

- **Single room**
a room for single occupancy, with one bed, normally a double
- **Double room**
a room for two occupants sleeping in the same bed
- **Twin room**
a room for two occupants sleeping in separate beds
- **Executive**
larger double or twin room, with a sitting area
- **Suite**
a room with a separate living/lounge area
- **Shared facilities**
is where the bathroom is down the hall and shared with other guests

Making sure all delegates have the same standard of room can be important and asking for upgrades if available for the leader or presenter is common practice. Remember to ascertain from delegates their preference for smoking or non smoking rooms. Some venues are non-smoking throughout including accommodation rooms.

Closer to the event you will be asked to provide a rooming list with specific requirements noted (single, twin share, VIP etc). This will enable the venue to allocate bedrooms prior to your group arriving at the venue and ensure a smooth and swift registration for all your conference attendees.