

Awarding Choice Privileges Points for Meetings & Events at legacy Radisson Hotels Americas hotels

Award M&E Points to Planners

Choice Privileges points earning for meetings & events

Meeting planners can earn 3 points per \$1 on eligible charges – including meeting space, guest rooms, and food and beverages charged to a master bill.

Prepare for awarding Choice Privileges points for meetings & events

Any qualified event after integration can only earn Choice Privileges points. As always, make sure to capture the meeting planner's loyalty number in the event contract. You will have Radisson Rewards Americas numbers for events booked before integration and going forward you will capture Choice Privileges numbers in your contracts instead.

Meeting planners must be enrolled in Choice Privileges in order for them to earn points for their meetings and events. Once enrolled, we'll convert their previous Radisson Rewards Americas account earnings into Choice Privileges.

Submit M&E Point Awards through ChoiceNow

You can access the **Choice Privileges Meeting Planner Points Purchase Request** form to submit the event details through the ChoiceNow Service Catalog in the Choice Privileges Category. The form will be accessible only to **Assistant General Managers and above**.

The form will request the following information:

1. Property Code (prepopulated)
2. Property Name (prepopulated)
3. Contact Name (prepopulated)
4. Contact phone number
5. Preferred contact method
6. Contact email address (prepopulated)
7. Planner's Choice Privileges Member Number
8. Planner's First Name
9. Planner's Last Name
10. Group ID or Contract Number
11. Total eligible meeting revenue in USD (max \$200,000)
12. Event start date

13. Event end date
14. Double points check box (optional)

The form will calculate the points issued for the event based on 3 points per US dollar and whether you have opted to award double points. The form will also provide the total point cost.

Upon submission of the form, you will receive a notification that the points will be awarded to the meeting planner within 10 business days and the request will be automatically closed.

M&E Point Billing

You will be invoiced \$0.005 per point for the points awarded. The charges will be listed on your monthly Choice Privileges billing.