HOW TO USE THE SELF SERVICE SOLUTIONS

How to Request Bids, visit https://utdallas-ctptravel.groupize.com/.

**Step 1:** Enter a point of interest, exact address, or city and indicate if you need sleeping rooms, meeting space, either/or, or both. Enter the check in and check out dates, number of sleeping rooms and number of people and if you have selected Meeting Space, the date of the event or meeting, duration and number of participants.

Once all information is entered, click **START PLANNING** to begin your search request.

**Step 2:** Select Hotels

The Search parameters will be shown at the top of the screen; point of interest, exact address, city and the search results will include all hotels within a 25 mile geographical radius. Results are sorted based on proximity to point of interest and you can filter by hotel name or sort by price or distance.
Review the prices and detailed content (Amenities, Photos, Property Description, Meeting Space) for each property and choose up to 10 hotels to send your request to. Meeting space information is available from hotels that publish this information and some properties may have meeting space that do not have diagrams in their listing. Preferred hotels will be flagged with a Preferred Label and hotels offering negotiated rates will also be flagged.

**Rates offered by hotels:**

- Hotels offering Negotiated Rates are indicated
- Estimated rate is the lowest negotiated rate or hotel’s published Best Available Rate
- For multi night stays, rate is averaged over entire stay
- Price on Request means that the hotel will negotiate directly with you to offer their best rate for your request
- Event Space always shows as Price on Request
- Rates are subject to change based on your negotiations and variances in the group requirements
Review the hotel offerings and click REQUEST BID for up to 10 hotels. The hotels selected will show in the My Bids Column and when you have selected the properties, click Request Bids.
**Step 3:** Select Rooms. This section indicates the number of rooms requested, the number of guests and the type of room required, 1 Bed, 2 Beds or Suites, additional requirements and attachments.

Enter number of rooms and additional requests. Additional requests could include concession requests, narrative on the group, if you have worked with the hotel before, a key contact at the hotel and more. All of this is shared with the hotel when they get your request. You may also attach files you wish to share with the hotel.

When complete click **REQUEST NOW**.

If you have Event Space, you will now “Tell Us About Your Event”.

If you do not have event space requirements, you will proceed directly to “Tell Us About Your Group”.

For Requests with Event Space, update the meeting requirements, request any set–up styles, add in all necessary details and continue.
In the Event Details, you can indicate your budget, event requirements, negotiation terms and attach files.

Click Continue to move to the next step.
**Step 4: Tell Us About your Group**

Complete the required Group Details and Group Organizer Sections. The Group Details section will outline information for your Group such as; Group Name, Group Type, and optional fields of Event Type, Decision Date, and a description about your group.

You’re almost finished! Click **GET FREE QUOTE** and response will come via email and in your My Trips section.
You can then expect to receive emails with fully customized offers from those selected hotels confirming rates and availability. You can either Request a Contract, Decline or Email Hotel from the Proposal.
You can also access all of your proposals by clicking My Trips in the header of the site.

Click for the trip you want to action.

The trip will expand to show you the status of each bid, the option to view the proposal submitted, communicate with the hotel via email and compare all bids.
Select **COMPARE** to see the bids side by side.

Select **View** to access the Proposal submitted via email and request a contract, decline or email hotel.

Please note, this offer is based on availability and the hotel is not holding any rooms at this time. Rooms will not be reserved until you accept or contact me via email.

**What can I do next?**

- Accept
- Decline
- Email Hotel

**Hotel Information**

- **Hotel Name:** The Joule Dallas Preferred Hotels and Resorts
- **Hotel Address:** 1530 Main Street, Dallas, TX 75201, United States
INSTANT BOOK SLEEPING ROOMS
Book 2 to 9 rooms in real time

Step 1: Enter a point of interest, exact address, or city and dates of travel and select Start Planning. The search results will include all hotels within a 25-mile geographical radius of the point of interest. Results are sorted based on proximity to point of interest and you can filter by hotel name, or sort by price or distance.

Review the prices and detailed content (Amenities, Photos, Property Description) for each property.

If the rooms are available to be booked instantly in real time, an orange button will appear.

Rates offered by hotels:

- Hotels offering Negotiated Rates are indicated
- For multi night stays, rate is averaged over entire stay
- Multiple room types will be available to select, take note to book the proper room for your group
- Occupancy is handled through room type, please select proper bedding types for the number of occupants in the room
- Taxes and Fees are not included in the base room rate
- Taxes and Fees will be calculated in the total
Step 2: To Instant Book a property select the **BOOK** button and review rooms available.
Next build your own room block by selecting from available inventory, rates and room types.

If you surpass the number of rooms available for Instant Booking, it will revert to a lead and you can still submit and receive a bid.

Each room type will have room description and booking conditions. Each hotel’s booking conditions may vary and are outlined in the Options Column.

Click Terms & Conditions to see Guarantee Policy and Cancellation Policy. These will also be indicated in the email confirmation you receive.

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**Terms & Conditions**

- **Cancellation Policy**
- **24 HR CANCEL REQUIRED**
- **Guarantee Policy**
- **GUARANTEE: CREDIT CARD**

855-Groupize reservations@groupize.com
Select the rooms you wish to reserve by updating the number of rooms per room type. It defaults to the maximum number of rooms at the lowest priced category. Rates are per room and for multi night bookings, an average of all nights combined. All rates are subject to taxes and fees charged by the hotel.

After selecting the rooms, click **RESERVE NOW**.

**Step 3:** Enter your Group and Group Organizer Details.

**Step 4:** Guarantee the booking and assign rooms. Once the credit card is entered to guarantee, enter Attendee Names & Payment Method.
Once you have and you have selected Reserve Now, your rooms are booked and you can access the trip on the ‘My Trips’ page to Manage this block. Click View My Trips.

You will simultaneously receive an email with your confirmation numbers.
When you click on My Trips, you have access to your room block to manage. Your trip type will show as Instant Book and your Room Block will be populated.

From the Room Block section, you can Cancel rooms by selecting  

From the Inbox you can email the hotel.

For name changes, call the hotel from the contact number in the email you received.

Use our Live Chat for help with the Self Service Tools