MINOR
HOTELS

Meetings Configuration

DDR´s configuration

The DDR's configured, should have the following structures.

You can download the process to create and modify DDR with this access:

DDR Manual | Minor - Organization Portal (nh-hotels.com)

Full Day DDR (description DDR Full Day Standard, code FDSTD in TMS)

✓ Main Function Room + Setup line.

✓ Shared 1 Function Room (for the Coffee Break) + Setup line + Setup ID (Coffee break).

*If there is only one place to serve the coffee break in your hotel, include the meeting room ID

✓ Shared 2 Function Room (for the Lunch) + Setup Line + Setup Id.

*If there is only one place to serve the Lunch in your hotel, include the meeting room ID.

Service	Service Group	ID F.Room	Description	Rooms	Service ID	Service	Dept.	Description	Start time	End time
	FUNCTION ROOM	1	Main						09:00	20:00
	SETUP	1	Main				MTN		09:00	20:00
	FUNCTION ROOM	2	Shared 1	HALLPISO1				Hall 1er Piso	11:00	11:30
	F&B MENU	2	Shared 1	HALLPISO1	CFBRK_0001	COFBRK	F&B	Coffee Break 1	11:00	11:30
	SETUP	2	Shared 1	HALLPISO1	COFBK		MTN	COFFEE BREAK	11:00	11:30
	FUNCTION ROOM	3	Shared 2	RESTAURANT				Restaurante	14:00	15:30
	F&B MENU	3	Shared 2	RESTAURANT	BGR_0004	BSLNCH	F&B	Company Menu 4	14:00	15:30
	SETUP	3	Shared 2	RESTAURANT	RESTA		MTN	RESTAURANT	14:00	15:30
	FUNCTION ROOM	4	Shared 1	HALLPISO1				Hall 1er Piso	17:00	17:30
	SETUP	4	Shared 1	HALLPISO1	COFBK		MTN	COFFEE BREAK	17:00	17:30
	F&B MENU	4	Shared 1	HALLPISO1	CFBRK_0001	COFBRK	F&B	Coffee Break 1	17:00	17:30

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MINORHOTELS.COM

Half Day Including Lunch (description DDR Half Day Lunch Standard, code HDLSTD in TMS)

- ✓ Main Function Room + Setup line.

- ✓ Shared 1 Function Room (for the Coffee Break) + Setup line + Setup ID (Coffee break).

 *If there is only one place to serve the coffee break in your hotel, include the meeting room ID

- ✓ Shared 2 Function Room (for the Lunch) + Setup Line + Setup Id.

*If there is only one place to serve the Lunch in your hotel, include the meeting room ID.

Half Day (description DDR Half Day Standard, code HDSTD in TMS)

- ✓ Main Function Room + Setup line.

- ✓ Shared 1 Function Room (for the Coffee Break) + Setup line + Setup ID (Coffee break).

*If there is only one place to serve the coffee break in your hotel, include the meeting room ID

Service	Service Group	ID F.Room	Description	Rooms	Service ID	Service	Dept.	Description	Start time	End time
	FUNCTION ROOM	1	Main						09:00	14:00
	SETUP	1	Main				MTN		09:00	14:00
	FUNCTION ROOM	2	Shared 1	HALLPISO1				Hall 1er Piso	11:00	11:30
	F&B MENU	2	Shared 1	HALLPISO1	CFBRK_0001	COFBRK	F&B	Coffee Break 1	11:00	11:30
	SETUP	2	Shared 1	HALLPISO1	COFBK		MTN	COFFEE BREAK	11:00	11:30

<u>Common Configuration</u>

- ✓ Include Start and End times of all items: Coffee breaks, Lunches, etc.
- ✓ Include the departments of all items.
- ✓ Include the service type of all F&B Items.
- ✓ Make sure the DDR price is the correct one.
- ✓ The prices configured in the DDR will be the prices of the high season.

Three resources must be in the DDR (Flip chart, screen and beamer). There is one resource including them.

Please open ticket Jira if you have questions about how to update DDR or if you need to change prices