

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)

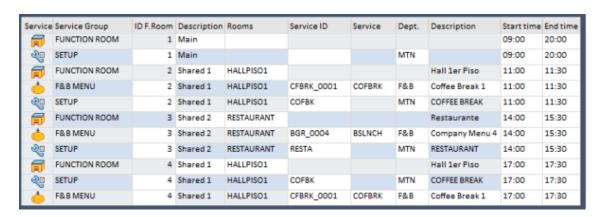
Full Day DDR (description DDR Full Day Standard, code FDSTD in TMS)

- ✓ 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.



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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



Common Configuration

- ✓ 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

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