

Conference Planning

Your Conference Planner

An experienced Conference Planning Manager will assist you in planning all of the necessary details for a successful business meeting, conference or recreational outing at the Scottsdale Resort & Conference Center. Specifically, your planner will be helping you with your guest and meeting room arrangements, audio visual requirements, recreation and special functions, as well as ground transportation to and from the Resort. In order to ensure a successful conference, it is important that all arrangements concerning your meeting, whether on or off Scottsdale Resort & Conference Center property, be handled by your Conference Planner.

Benchmark Conference Plan

Scottsdale Resort & Conference Center's Benchmark Conference Plan includes guest room, breakfast, lunch and dinner in the Vista Verde Restaurant; two coffee breaks (coffee, tea, iced tea, assorted juices and assorted soft drinks with pastries in the morning; coffee, tea iced tea and assorted soft drinks with snacks and whole fruit in the afternoon); meeting room, and the use of standard audio visual equipment. There will be non-final charges for items and services not included in the BCP, such as private dining, additional breakout rooms and audio visual equipment in excess of the standard complement.

The BCP begins with dinner on the evening of your group's arrival and ends with lunch on the day of departure. For those who arrive early or stay late, our European Plan rate and a la carte charges will apply and will be made to the individual conferee's folio unless otherwise instructed.

Conference Rooms

Conference rooms are selected to accommodate your particular meeting requirements in terms of meeting format and audio visual needs. Since the initial reservations are based on information contained in the Meeting Confirmation Plan, please keep us advised if your needs change so that we may provide the best possible accommodations.

Your specific conference room(s) will be assigned two weeks prior to your arrival date. If you require additional breakout or hospitality rooms, your conference planner will address these individual needs.

Standard conference room setups include writing pads, pencils, glasses, ice water and hard candy. Each room is freshened during the day when the group is on coffee breaks and at lunch and is cleaned and reset at the end of your meeting day.

Thirty Days Prior to Arrival

The following information is needed 30 days prior to your group's scheduled arrival in order to make your meeting a smooth running success.

Rooming List

A complete list of the attendees by name, indicating the pairing when rooms will be shared, along with their arrival and departure dates.

Agenda

A complete agenda of your meeting, including a schedule of all events, so that we can brief all departments of any special requirements.

Meeting Rooms

The number of conferees in each meeting room, the seating configuration for each meeting room and the audio visual services required in each room.

Menu Selections

Menu selections for private dining, cocktail receptions or any special functions.

Registration

Your rooming list will be entered into our Front Office Computer, once we receive it from you. Rooming lists should include names of conferees, accommodations needed for each attendee, arrival and departure dates and flight information (if utilizing our airport ground transportation services). When they arrive to check-in, they will need to identify themselves at the Front Desk, present a credit card (for incidentals), sign their name on the preprinted registration card and they will be given the key and directions to their room.

Check-In and Check-Out

In order to accommodate all of our guests with maximum efficiency, it is important to keep in mind that check-in time is 3:00 p.m. and check-out time is 1:00 p.m. Should your conferees require early check-ins or late check-outs, an appropriate charge based on our European Plan daily room rate will apply.

Service Charges

A service charge is automatically added to all food and beverage service checks. In addition, there is a per person bellman charge and a per person maid service charge. Our employees, therefore, do not expect gratuities. If, however, in your judgement, any employee performs in an exemplary manner, you may wish to recognize the individual appropriately.



Scottsdale Resort
& Conference Center®

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Conference Material

Please ship all materials required at your conference well in advance of your arrival. We cannot over-emphasize the importance of allowing sufficient shipping time. You may find the following approximate lead time helpful in deciding which method of shipping is best for you:

Air Freight	3 days
Parcel Post	7 days
U.S. Mail	10 days

Please label materials as follows:

Ship to:
Scottsdale Resort & Conference Center
Attn: (Name of your planner)
7700 East McCormick Parkway
Scottsdale, Arizona 85258

Hold for:
Your Name
Your Company
Meeting Dates:



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