

RIMS 2020 Annual Conference & Exhibition Blocking Site Instructions / Walkthrough

Navigation

Click the **“menu toggle icon”** at the top right of the page to expand the menu for more event information, supporting documents, and contact information.

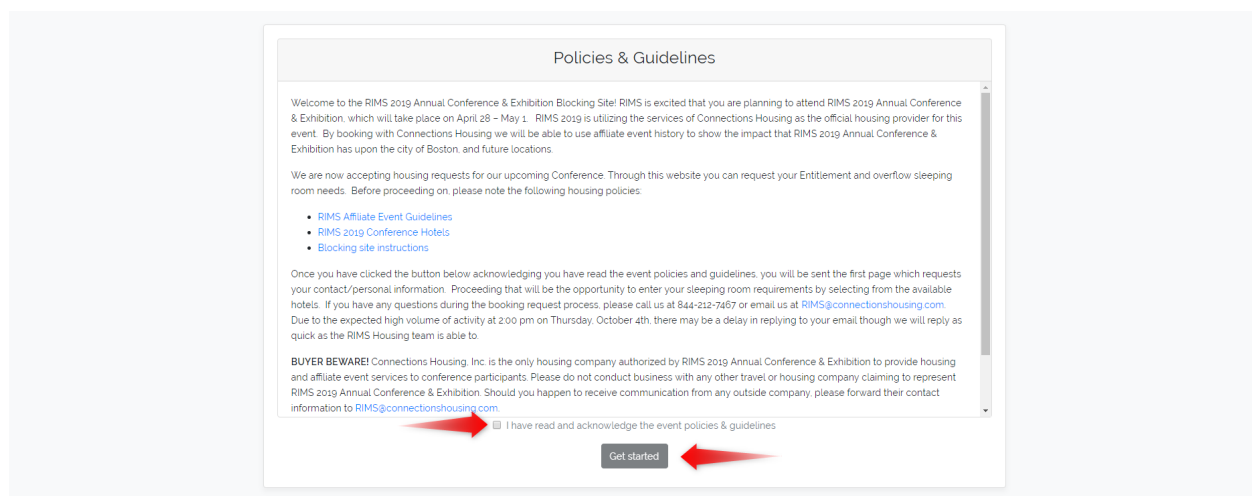
Click the **“SmartBlock logo”** at any point during the process to start over.



Event Policies & Guidelines

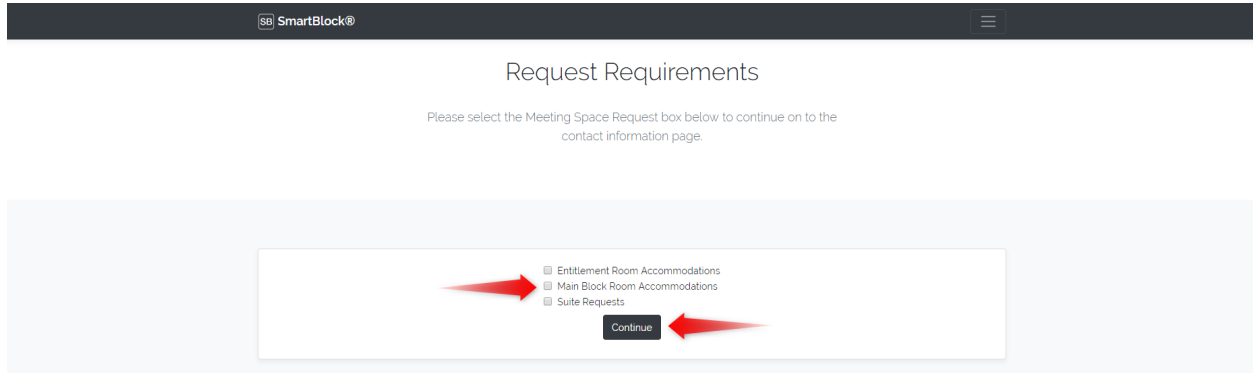
Contains all event policies and guidelines for your review. Scroll through and read all event policies before moving on so that you understand all the terminology and guidelines to follow.

You must check the **“agreement checkbox”** before clicking the **“Get started”** button to proceed to the request process.



Request Requirements

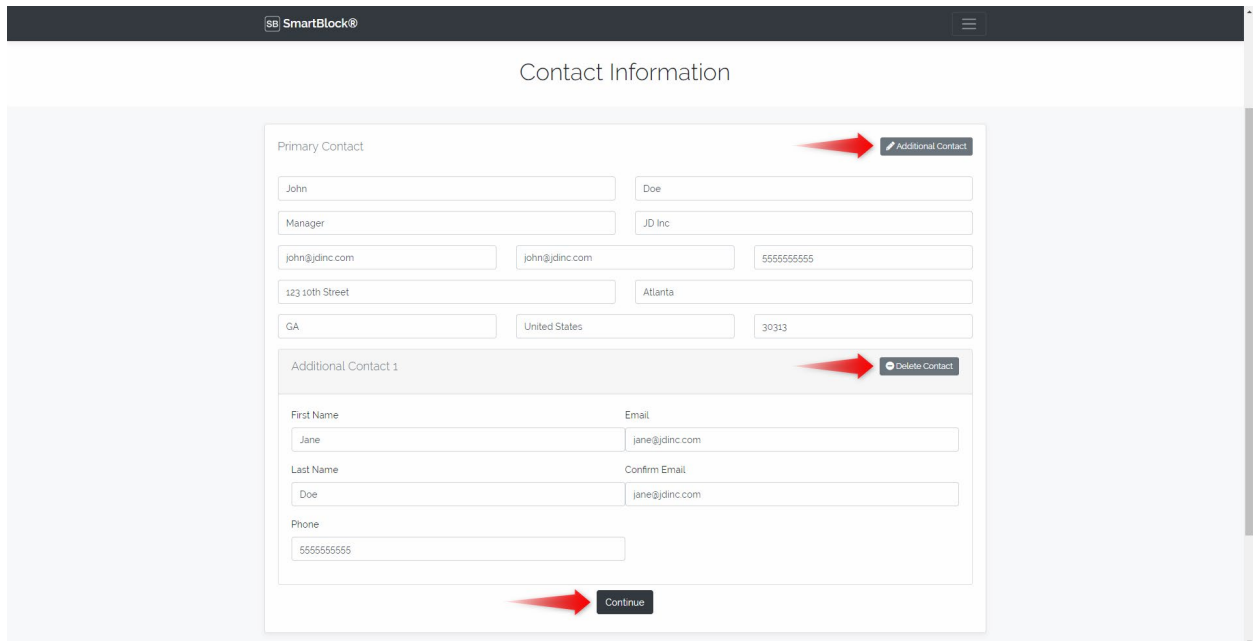
This page is to customize your request process so that you are only asked to provide information that pertains to your request. With the **check boxes**, indicate which categories you need to add to your request, then click **“Continue.”**



Contact Information

Complete all contact info fields and click **“Continue.”** If you complete a field with errors or leave any required fields blank, you will be prompted to enter a value of the correct format before you may continue.

You may click the **“Additional Contact”** button if you wish to add an additional contact person to your request record. Additional contacts can be deleted by clicking the **“Delete Contact”** button.



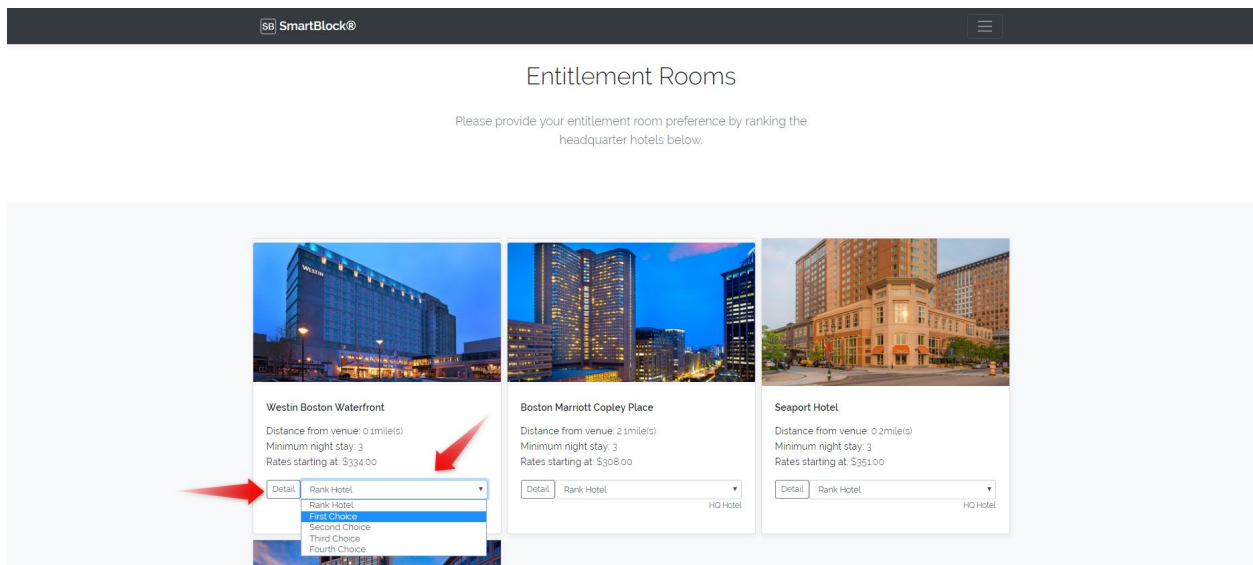
Entitlement Rooms

Specify your HQ hotel preferences, exhibitor booth size, and number of rooms you require by each night (providing a breakdown of one or two beds requested). Number of beds, as always, are requests only and not guaranteed, although we always do our best to satisfy all requests.

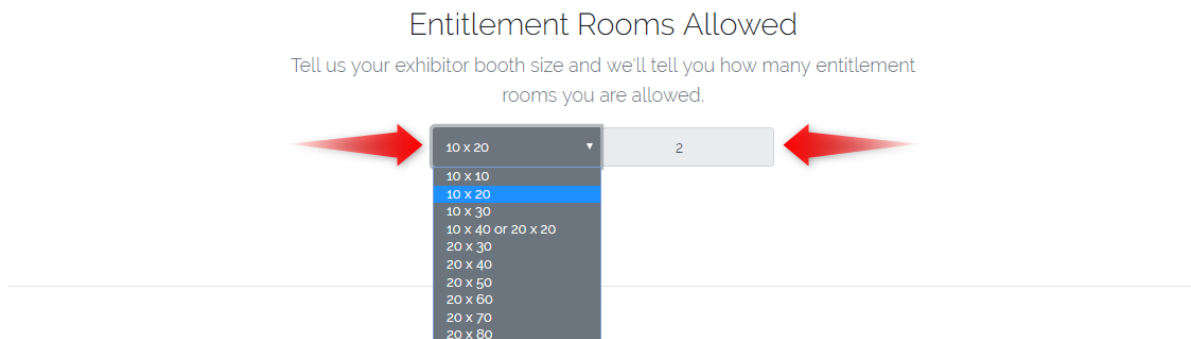
Select your HQ Hotel preferences by using the provided **dropdowns** to rank your choices. There are four HQ Hotel properties, so you will need to provide your first choice through fourth choice.

To see more information on a hotel, click the **“Detail”** button. This will open a new window with more detailed information about the hotel including description, directions, amenities, and available room types.

To re-rank your choices, select **“change rank”** and that choice will become available in all dropdowns again.

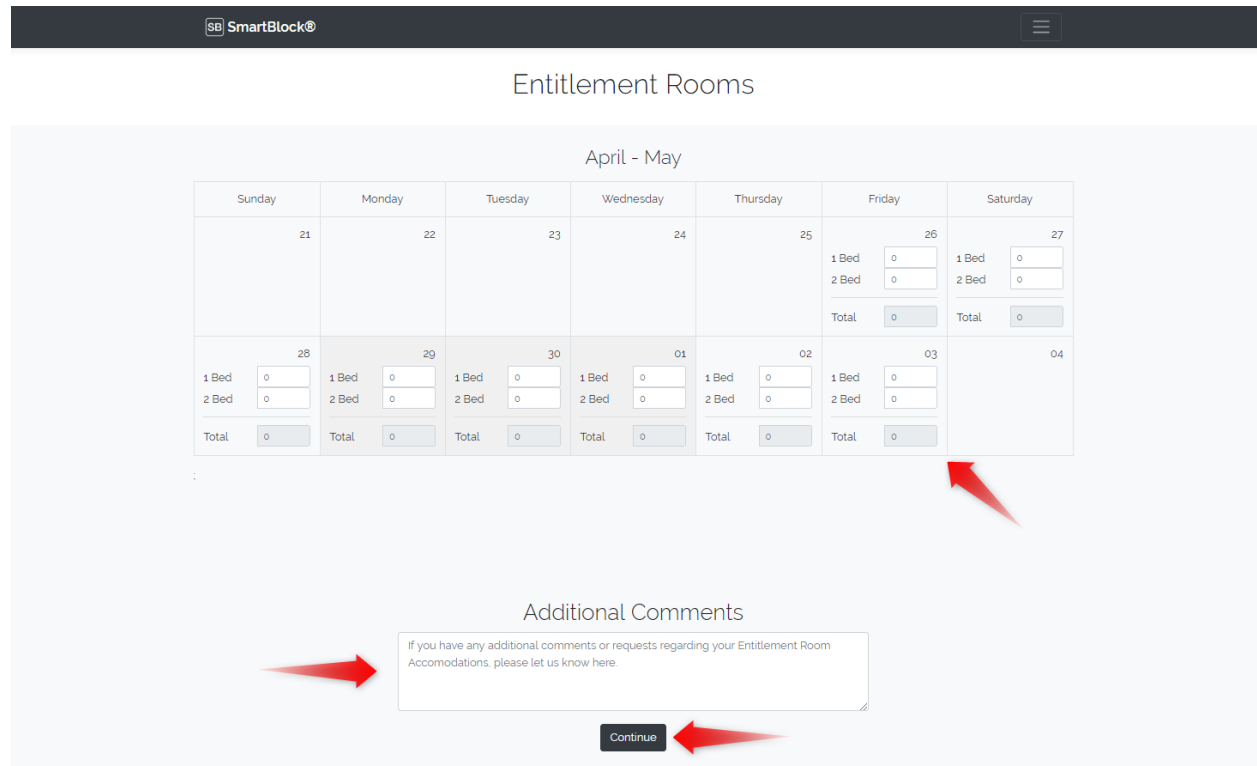


Next, select your appropriate exhibitor booth size using the **dropdown** provided and you will be prompted with what your **maximum number of rooms allowed is per night**, based on the event policies and guidelines.



Next, provide a breakdown of number of rooms needed per night with the **table** provided. Notice that total number of one beds and two beds may not exceed the max number of rooms allowed based on your booth size.

Lastly, provide any **“Additional Comments”** regarding your entitlement rooms request in the text area provided. Then click **“Continue”** to move on.



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Entitlement Rooms

April - May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	22	23	24	25	26	27
					1 Bed <input type="text" value="0"/> 2 Bed <input type="text" value="0"/>	1 Bed <input type="text" value="0"/> 2 Bed <input type="text" value="0"/>
					Total <input type="text" value="0"/>	Total <input type="text" value="0"/>
28	29	30	01	02	03	04
1 Bed <input type="text" value="0"/> 2 Bed <input type="text" value="0"/>	1 Bed <input type="text" value="0"/> 2 Bed <input type="text" value="0"/>	1 Bed <input type="text" value="0"/> 2 Bed <input type="text" value="0"/>	1 Bed <input type="text" value="0"/> 2 Bed <input type="text" value="0"/>	1 Bed <input type="text" value="0"/> 2 Bed <input type="text" value="0"/>	1 Bed <input type="text" value="0"/> 2 Bed <input type="text" value="0"/>	
Total <input type="text" value="0"/>	Total <input type="text" value="0"/>	Total <input type="text" value="0"/>	Total <input type="text" value="0"/>	Total <input type="text" value="0"/>	Total <input type="text" value="0"/>	

Additional Comments

If you have any additional comments or requests regarding your Entitlement Room Accommodations, please let us know here.

Continue

Main Block Hotel Room Accommodations

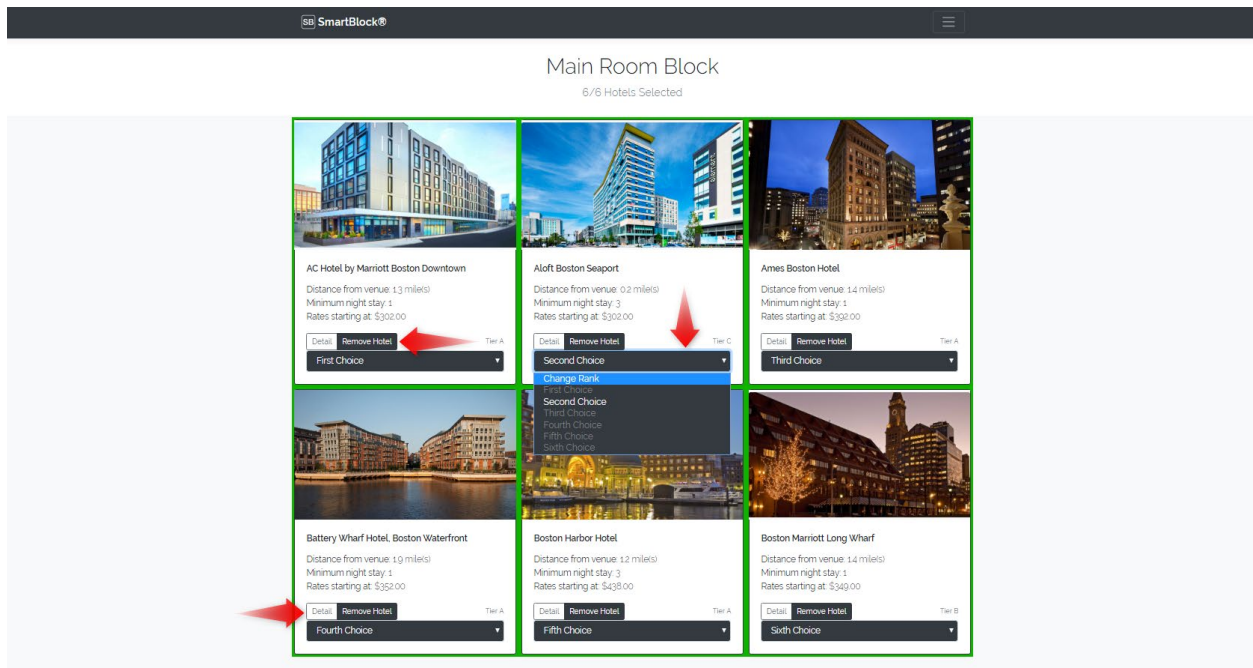
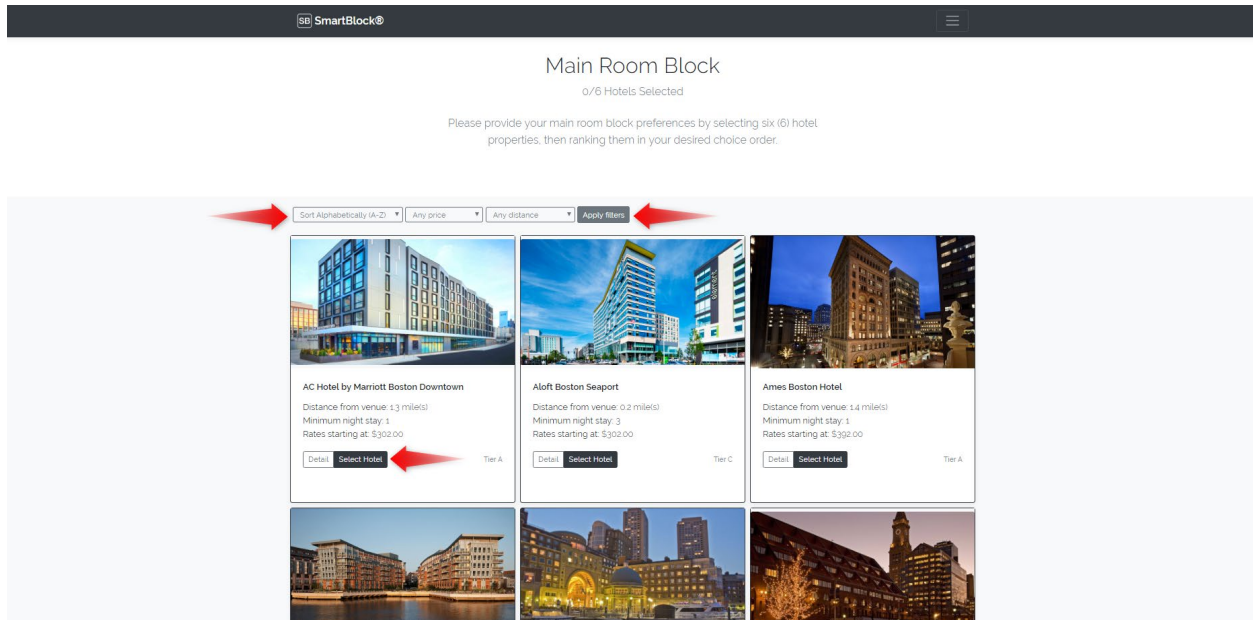
First, select six hotels as your preferred properties by clicking the **“Select Hotel”** button for each corresponding hotel. You must choose six hotels before you will be able to rank them. Selected hotels will have a highlighted border. Click **“Remove Hotel”** to cancel a hotel as a selection.

Use the “dropdowns” at the top of the page to sort or filter hotels based on price and/or distance, then click “Apply filters.”

Once you have chosen six hotels, all other options will be removed, and you will be prompted with **dropdowns** to rank your six hotels in order of preference.

You must select a choice for all six hotels, first choice through sixth choice. To re-rank your choices, select **“change rank”** and that choice will be available in all dropdowns again. This works exactly as it does on the entitlement rooms page.

To see more information on a hotel, click the **“Detail”** button. This will open a new window or tab with more detailed information about the hotel including description, directions, amenities, and available room types.



Next, provide a breakdown of the number of rooms need per night by number of beds in the **table** provided. The total per night will be displayed based on the number of one and two bed rooms entered above. Event dates are styled in gray.

Provide any **“Additional Comments”** regarding your request hotel room block in the provided text area then click the **“Continue”** button.

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Main Room Block

6/6 Hotels Selected

April - May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	22	23	24	25	26	27
					1 Bed 5 2 Bed 5 Total 10	1 Bed 5 2 Bed 5 Total 10
28	29	30	01	02	03	04
1 Bed 5 2 Bed 5 Total 10	1 Bed 5 2 Bed 5 Total 10	1 Bed 5 2 Bed 5 Total 10	1 Bed 5 2 Bed 5 Total 10	1 Bed 5 2 Bed 5 Total 10	1 Bed 5 2 Bed 5 Total 10	

Additional Comments

If you have any additional comments or requests regarding your Main Room Block Accommodations, please let us know here.

Continue

Suite Requests

To request suite(s), fill out the form provided. Select three choices for desired hotels using the **dropdowns** provided. Click **“Add Suite Request”** to request multiple suite requests. You can delete a request by clicking the **red minus icon**. Provide any additional comments regarding suite requests and proceed by clicking the **“Continue”** button.

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Suite Requests

Please provide us with hotel choices and the details for your suite request(s) below.

+ Add Suite Requests

#	Arrival Date	Departure Date	Suite Type / Room #	Guest #1 (Main bedroom)	Guest #2 (Connecting bedroom)	
1	<input type="text" value="04/28/2019"/>	<input type="text" value="05/01/2019"/>	<input type="text" value="1 Bedroom Suite"/>	<input type="text" value="John Smith"/>	<input type="text" value="Jane Smith"/>	-
2	<input type="text" value="mm/dd/2019"/>	<input type="text" value="mm/dd/2019"/>	<input type="text" value="Suite Type / Room #"/>	<input type="text" value="Guest Name"/>	<input type="text" value="Guest Name"/>	-

Additional Comments

If you have any additional comments regarding your Suite Requests, please let us know here.

Continue

Request Summary

Review your request on this page to make sure all your information is accurate. If you need to change any part of your request, click the **"Edit"** button for the corresponding section you would like to edit. Once you complete your changes and click **"Continue,"** you will be redirected back to the request summary page. When finished reviewing your summary, click the **"Submit"** button to complete your request.

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Request Summary

Please review your request summary below. If everything looks good, click submit and you are finished!

Contact Information

First Name	John
Last Name	Doe
Title	Manager
Company	JD Inc
Email	john@jdlinc.com
Phone #	5555555555
Address	123 10th Street
City	Atlanta
State/Province	GA
Country	United States
Postal Code	30313

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Request Summary

Main Block Room Accommodations

1st Choice	A/C Hotel by Marriott Boston Downtown
2nd Choice	Aloft Boston Seaport
3rd Choice	Ames Boston Hotel
4th Choice	Battery Wharf Hotel, Boston Waterfront
5th Choice	Boston Harbor Hotel
6th Choice	Boston Marriott Long Wharf

of Main Block Room Accommodations Needed by Night

April - May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	22	23	24	25	26	27
					1 Bed 5 2 Bed 5	1 Bed 5 2 Bed 5
					Total 10	Total 10
28	29	30	01	02	03	04
1 Bed 5 2 Bed 5	1 Bed 5 2 Bed 5	1 Bed 5 2 Bed 5	1 Bed 5 2 Bed 5	1 Bed 5 2 Bed 5	1 Bed 5 2 Bed 5	
Total 10	Total 10	Total 10	Total 10	Total 10	Total 10	

Additional Comments Text

Submit

Confirmation

Once you have successfully submitted your request, you will then see a confirmation page that will include your **"Submission #."**

You will also receive an automated confirmation email which will include a copy of your request details for your records.

