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Consortia Calendar Tool Guide

Introduction

Welcome to Amadeus' 2022 Consortia Program! We are delighted that you have chosen to partner with us, and leverage the exposure and benefits made available through our preferred agreements with the largest Travel Management and Consortia programs globally.

To help you optimize your performance within our consortia program, we offer you access to our secured Amadeus Consortia Webpage where you can access our regularly updated calendar of events, marketing opportunities and additional resources as they become available.

This user guide provides step-by-step instructions for the easy use of the calendar of events.

How to access

Please navigate through our [webpage](#) to find:

- Amadeus' 2022 Global Consortia Events Calendar
- Consortia Webinar Recording
- Event Best Practice and Key Information Guide
- Consortia Partnership Marketing Opportunities with our TMC & Consortia partners

Amadeus Consortia Webpage: <https://www.amadeus-hospitality.com/consortia-2022/>

Password: Hospitality (*case sensitive*)

As you navigate through our webpage you will find a hyperlink into our Consortia Events Calendar tool. The hyperlink will default to Internet Explorer; however, if you prefer to use a different browser like Chrome or Firefox, simply copy and paste the URL. For entry, please use the same consortia webpage password above and note you will need to have your iHotelier property ID available, as it will be required during the registration process.

[2022 General Consortia Information](#)

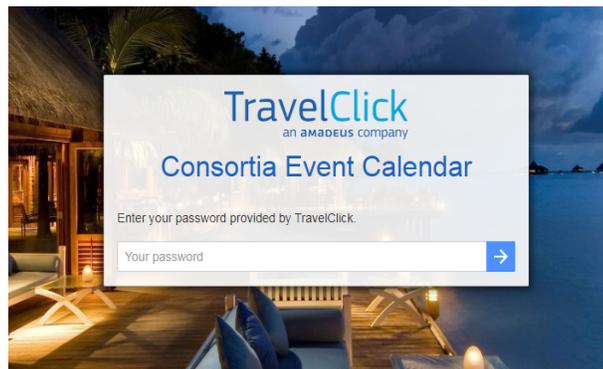
[Amadeus Consortia Event Guide](#)

[2022 Global Consortia Event Calendar](#)

[2022 Consortia Calendar Tool User Guide](#)

[Marketing Opportunities](#)

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Calendar – Main Screen

The main screen of the event calendar application provides an overall summary of the events scheduled for the current month. It consists of following options which enable the users to easily navigate and find the relevant information.

TravelClick Consortia Event Calendar
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Agency Filter: Agency: All Agencies | Region: All Regions | Agenda View

Region Filter

February 2019

All the below events are displayed in their local time of event location

Today | < | > | Feb. 2019

View Today's Events

Navigate Through Months

Agencies are Color Coded

Month/Year Filter

Switch to Agenda & Calendar View

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29 10:30 am CWT - L... [Waitlist]	30	7 12 pm CWT - Zug [Waitlist]	8	9	10
4	5	6 10 am BCD - Jackso... [Open]	7	8	9	10
11	12 11 am CWT - Irving [Open] 2 pm BCD - Irving [Open]	13 2 pm BCD - San Ant... [Open]	14 11:50 am AMX - Brus... [New]	15	16	17
18	19	20 10:30 am CWT - Mar... [Open] 11:30 am BCD - Mon... [Open] 2 pm HRG - Montreal [Open]	21 11 am CWT - Lisle [New]	22	23	24
25	26 11:30 am BCD - Pea... [Open]	27 12:30 am CWT - D... [Waitlist]	28	1	2	3

1. Log into the Calendar Application.
2. Click on the 'Agenda View /Calendar View' switch button in the upper right-hand corner of the Main Screen.

The **Agenda View** of the application only lists scheduled events from the current month onwards. If a user needs to see all the scheduled events including future and past events, please switch to the **Calendar View** and use month wise navigation option.

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Filter Events by Country

Agency: All Agencies | Region: All Regions | Calendar View

Date	Agency	City	Country	Region	Event Type	View Event
Jan 8, 2019	Carlson Wagonlit Travel	Sofia	Bulgaria	Eastern Europe	Lunch and Learn	
Jan 29, 2019	Carlson Wagonlit Travel	London	United Kingdom	Northern Europe	Roadshow	Register
Feb 6, 2019	BCD Travel	Jacksonville	United States	North America	Tradeshaw	+21
Feb 7, 2019	Carlson Wagonlit Travel	Zug	Switzerland	Southern Europe	Lunch and Learn	+21
Feb 12, 2019	Carlson Wagonlit Travel	Irving	United States	North America	Tradeshaw	+21
Feb 12, 2019	BCD Travel	Irving	United States	North America	Tradeshaw	+21
Feb 13, 2019	BCD Travel	San Antonio	United States	North America	Tradeshaw	+21
Feb 14, 2019	American Express GBT	Brussels	Belgium	Southern Europe	Lunch and Learn	+21

Filter Events by Event Type

Register for the Events

1. Log into the Calendar Application.
2. Click on an event to open the 'Event Details' pop-up or when using the Agenda View -> Click on  icon to open the 'Event Details' pop-up.

Presentation

Mar 19, 2019

[Add to calendar](#) [Register Now](#)

Time	9:30 am To 11:00 am UTC+01:00 (CET)
City	Basel
Country	Switzerland
Target	Business Travel
Agency	Carlson Wagonlit Travel
Agents Reach	-
Notes	-
sponsored	Yes

TC REPRESENTATIVE DETAILS

Charitha Hettiarachchi
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3. To register for an event, click on [Register Now](#) button in the 'Event Details' pop-up. When using the Agenda View -> Click on the "Register Event"  icon. In the 'Event Listing' window -> Click on the "Register Now" button.

Note: Users can only register for the events organized at agencies whose consortia programs they have signed up to through Amadeus.

Event Registration

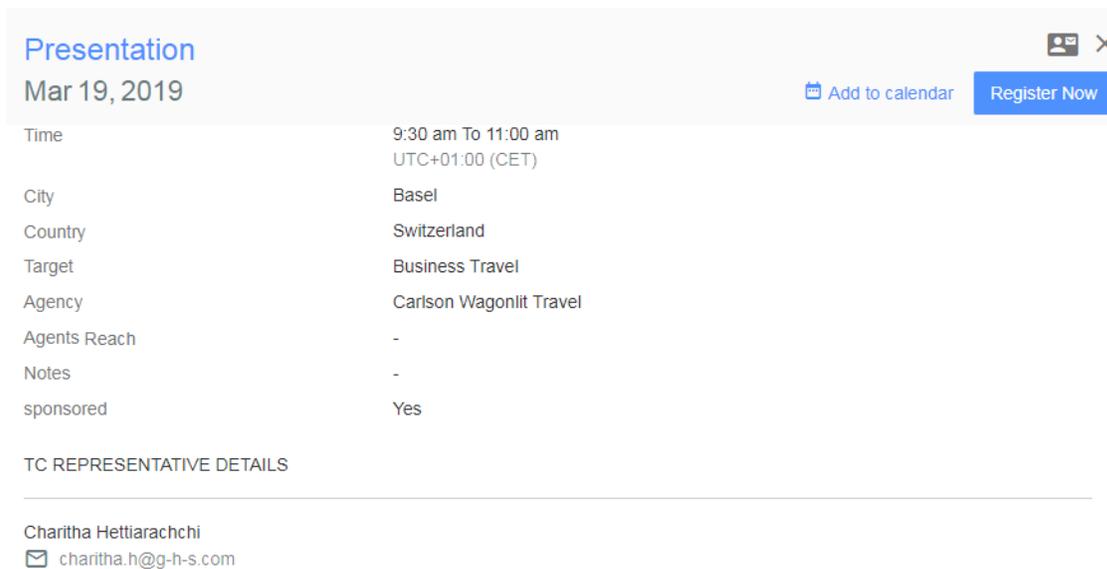
Kindly visit the link below to access a comprehensive document detailing TravelClick Agency visit best practices & plenty of other key information.
[2015 Best Practices & Key Information Guide](#)

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4. Please enter <iHotelier ID>, <Title>, <Name>, <Email> and <Telephone No.> in the 'Event Registration' window featured above and click the **Register** button at the bottom right corner.
5. Refer to the **Amadeus Agency Visit Best Practices** document for more information by clicking on the link at the bottom of the 'Event Registration' pop-up.
6. You will get an email **confirming** your registration to the event or your inclusion in the **wait list**.

Download event to Outlook/Google Calendar

1. Log into the Calendar Application.
2. Click on an event to open the 'Event Details' pop-up or when using the Agenda View -> Click on  icon to open the 'Event Details' pop-up.

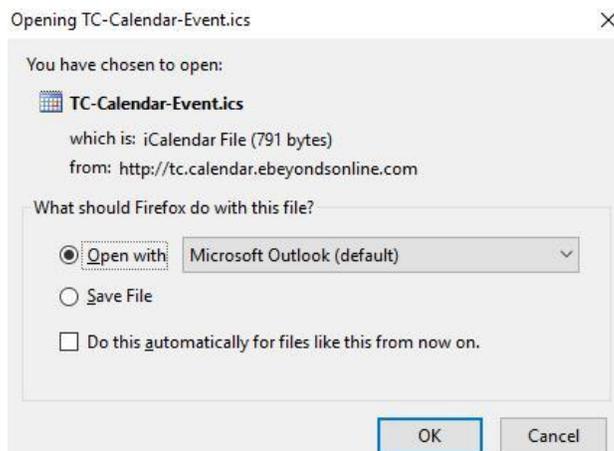


Time	9:30 am To 11:00 am UTC+01:00 (CET)
City	Basel
Country	Switzerland
Target	Business Travel
Agency	Carlson Wagonlit Travel
Agents Reach	-
Notes	-
sponsored	Yes

TC REPRESENTATIVE DETAILS

Charitha Hettiarachchi
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3. Click on the  **Add to calendar** option in the above featured 'Event Details' pop-up.
4. Download the 'TC-Calendar-Events.ics' file and open it via Google Calendar/Outlook or any other software that supports the .ics file extension.



Opening TC-Calendar-Event.ics

You have chosen to open:

 **TC-Calendar-Event.ics**
which is: iCalendar File (791 bytes)
from: <http://tc.calendar.ebeyondsonline.com>

What should Firefox do with this file?

Open with Microsoft Outlook (default) ▼

Save File

Do this automatically for files like this from now on.

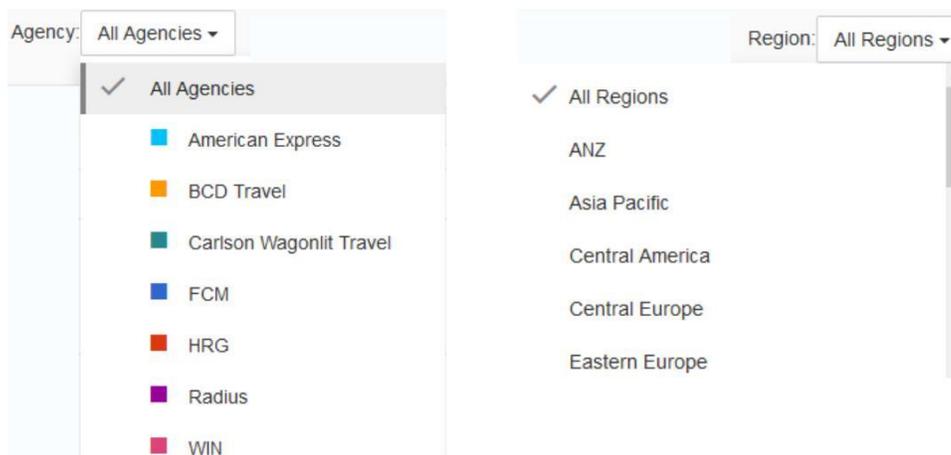
OK Cancel

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Filter Events by Agency or Region

For a better navigation on the calendar, users can filter events scheduled for the selected month by **Agency** or **Region**, using the drop-down menu at the top right corner of the application's main view.

1. Log into the Calendar Application.
2. Click on 'Region' or 'Agency' drop-down list in the right corner of the header in the application's main view to select the preferred region to the filter events.



Technical Support

For any technical support regarding the use of Amadeus Calendar Application, please contact the following emails according to your region:

- Americas: agencyvisit@amadeus.com
EMEA: EMEAagencyvisit@amadeus.com
Asia: ASIAagencyvisit@amadeus.com
Australia/New Zealand: ANZagencyvisit@amadeus.com

Thank you for your participation in Amadeus' Consortia program!