



Anthony Travel

Member Hotel & Conference Services Management

- Research and contract appropriate hotels meeting Program needs in a timely manner including; negotiating competitive rates, conducting periodic rate checks, negotiating complimentary rooms, and working with member to establish exclusivity clauses.
- Arrange meeting rooms and/or board rooms for Programs.
- Handle all calls, requests etc. related to the Hotel / Conference Program.
- Report key Program data to member periodically.
- Manage billing of each hotel and assist in collecting of the commission owed to Anthony Travel & member.
- Remit all commissions earned back to member once collected by Anthony Travel.