

Accommodation Preferences

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There are two sections you can manage in Accommodation Preferences:

- **Manage Deposit Payment to Hotel** - turning this on will calculate and track deposit payments for each hotel.
- **Enable Credit Card Vault** - allows collection of Credit Card details into the secure Credit Card Vault. You can also specify how long you wish this information to be retained after the event has ended.
- **Enable Sub Block Room Rates** - enables the **Nightly Room Rate** and **Nightly Room Cost** fields on the Sub Block tab in Room Setup. This means you can set up individual rates per hotel, room, date, and even sub block, giving you maximum control over pricing options.
- **Enable Must Stay Nights** - this option lets you specify which nights in a room block are required as "must stay" when reserving the hotel.
- **Manual Override** - this option allows meeting organizers to override two aspects of room bookings:
 - Allow EventsAir Users to manually over-allocate inventory. Manual override is available only when your rooms have an inventory set against them.
 - Allow EventsAir Users to reduce minimum night stay.

Note: It is important to remember these override settings can have an impact on your room booking activities. You should be careful when enabling these overrides and authorizing your meetings team members in using them. These override actions can be made by EventsAir users from the Attendee Panel only.

- **Enable Transfers** - this option lets you collect online inbound and outbound details from attendees requiring transfers to and from the hotel. Reports generated from EventsAir help you coordinate transfer activity with your transportation partner. Simply check the fields that you want to collect online during the registration process:
 - **Arrival and Departure Date**
 - **ETA and ETD**
 - **Transfer Pickup Time**
 - **Number of Passengers**
 - **Arrival and Departure Port**
 - **Arrival and Departure Terminal**
 - **Flight Number**
 - **Carrier**
 - **Notes**
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