

2019 HR Academies

Proposed Venue Overview

March 2017

Prepared By

 Conference Solutions
Your Key to Success

Selected

Property Name	Dates Offered	Standard Room Rate (inclusive of fees/taxes)	Rental Fee	F&B Min	Service Charge	Sales Tax	Room Block	Wi-Fi	Parking	Sample Meal Costs (2017 Prices)	Distance from Airport
SPRING											
<u>OREGON</u> Embassy Suites by Hilton Portland Airport	April 15-17, 2019 (M, Tu, W)	\$177	Waived	\$10,000	23.5%	0%	73 (25 on peak nights)	Comp in sleeping rooms and meeting space	Comp for all attendees	Hot Lunch - \$25 Coffee (Gal) - \$52	1.9 miles from PDX
<u>OREGON</u> Sheraton Portland Airport Hotel	April 2-4, 2019 (T, W, Th) Or April 9-11, 2019 (T, W, Th)	\$194	Waived	\$12,000	22%	0%	60 (20 on peak nights)	Comp in sleeping rooms and meeting space	Comp for all attendees	Hot Lunch - \$25 Coffee (Gal) - \$50	1.8 miles from PDX
FALL											
<u>WASHINGTON</u> Doubletree Suites by Hilton, Seattle Airport/ Southcenter	November 12 – 14, 2019 (T, W, Th)	\$159	Waived	\$12,500	20%	9.5%	60 (20 on peak nights)	Comp for HHonors member in sleeping rooms, 25% discount on meeting room internet	Comp for all attendees	Hot Lunch - \$27 Coffee (Gal) - \$65	3 miles from SEA
2017 VENUE DETAILS											
<u>OREGON</u> Sheraton Portland Airport Hotel	April 11-13, 2017 (Tu, W, Th)	\$171	Waived	\$10,000	22%	0%	60 (20 on peak nights)	Comp in sleeping rooms and meeting space	Comp for all attendees	Hot Lunch - \$25 Coffee (Gal) - \$50	1.8 miles from PDX
<u>WASHINGTON</u> Doubletree Suites by Hilton, Seattle Airport/ Southcenter	November 14 – 17, 2017 (W, Th, F)	\$159	Waived	\$10,000	20%	9.5%	60 (20 on peak nights)	Comp for HHonors member in sleeping rooms, 50% discount on meeting room internet	\$8 per day, \$11 overnight	Hot Lunch - \$27 Coffee (Gal) - \$65	3 miles from SEA

Venue Detail Report

Embassy Suites by Hilton Portland Airport

7900 NE 82nd Avenue, Portland, Oregon 97220

<http://embassysuites3.hilton.com/en/hotels/oregon/embassy-suites-by-hilton-portland-airport-PDXESES/index.html>

Highlights...

- Meeting would take place in one of the meeting rooms, and lunch would be served in the atrium
- All sleeping rooms are large two-room suites with a wet bar, refrigerator, microwave, coffeemaker and sofa sleeper.
- Fully cooked-to-order breakfast for all hotel guests and nightly evening reception with beer, wine, cocktails and snacks
- Complimentary shuttle to/from PDX (which is less than 2 miles away)
- Onsite business center
- Access to pool and fitness center
- **Concessions:**
 - 80% cumulative room night attrition
 - Complimentary self-parking
 - Complimentary Wi-Fi in sleeping rooms and meeting space
 - Group rate will be available 3 days pre/post of official conference dates, based on availability
 - Waived in-bound shipping and handling fees

Potential Challenges...

- High service charge (23.5%)



Venue Detail Report

Sheraton Portland Airport

8235 NE Airport Way, Portland, OR 97220

www.sheratonportlandairport.com

Highlights...

- Meeting would take place in one of the meeting rooms, and lunch would be served in a different meeting room
- Newly renovated hotel and guest rooms
- Complimentary shuttle to/from PDX (which is less than 2 miles away)
- Onsite full service restaurant and coffee shop/gift shop
- Onsite business center
- Access to pool and fitness center
- **Concessions:**
 - Complimentary self-parking
 - Complimentary Wi-Fi in sleeping rooms and meeting space
 - Guest rooms include club access, which features complimentary continental breakfast, evening reception with cocktails and hors d'oeuvres, and 24-hour access to private business center, complimentary soft drinks, espresso machine and grab and go snacks.
 - Group rate will be available 3 days pre/post of official conference dates, based on availability
 - Waived in-bound shipping and handling fees

Potential Challenges...

- Higher room rate than attendees have paid in past
- 100% room pickup required



Venue Detail Report

Doubletree Suites by Hilton, Seattle Airport/Southcenter

16500 Southcenter Parkway, Seattle, WA, 98188

<http://doubletree3.hilton.com/en/hotels/washington/doubletree-suites-by-hilton-hotel-seattle-airport-southcenter-SEASPDT/index.html>

Highlights...

- Meeting would take place in one of the meeting rooms, and lunch would be served in the atrium
- All rooms are two-room suites with a separate living room with sleeper sofa
- Two onsite dining outlets open all day, and onsite Cyber Café/coffee shop open 5:00 am – 5:00 pm
- Complimentary 24 hour shuttle to/from SEA (which is less than 3 miles away)
- Onsite business center
- Access to pool and health club (featuring an indoor swimming pool, exercise equipment, two racquetball courts, a sauna and spa tub)
- **Concessions:**
 - Waived room rental
 - Complimentary Wi-Fi in sleeping rooms for HHonors members (free to sign up)
 - 25% discount off current Wi-Fi rates for meeting room
 - Group rate will be available 3 days pre/post of official conference dates, based on availability

Potential Challenges...

- 100% room pickup required

