



HRS CONNECT

USER GUIDE

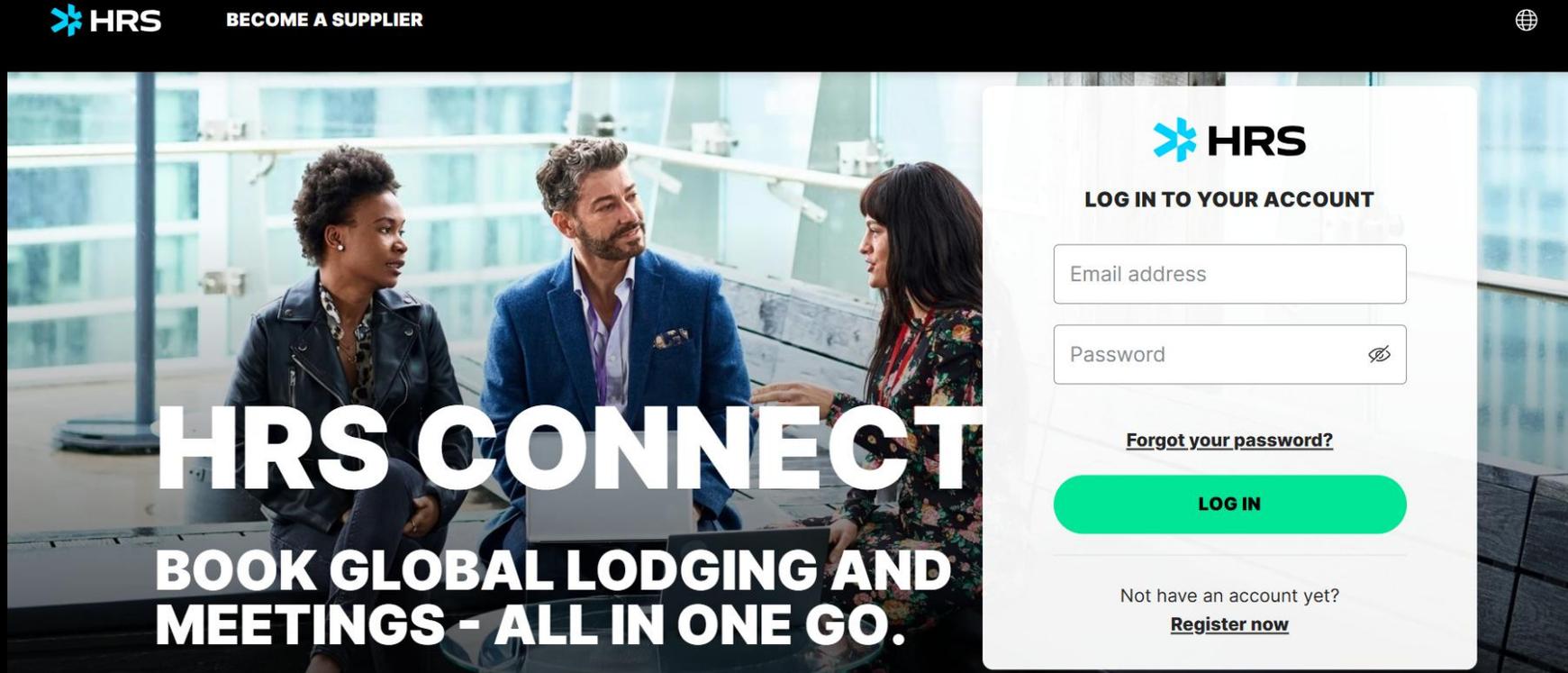
2026

SECTION 1

CREATE ACCOUNT

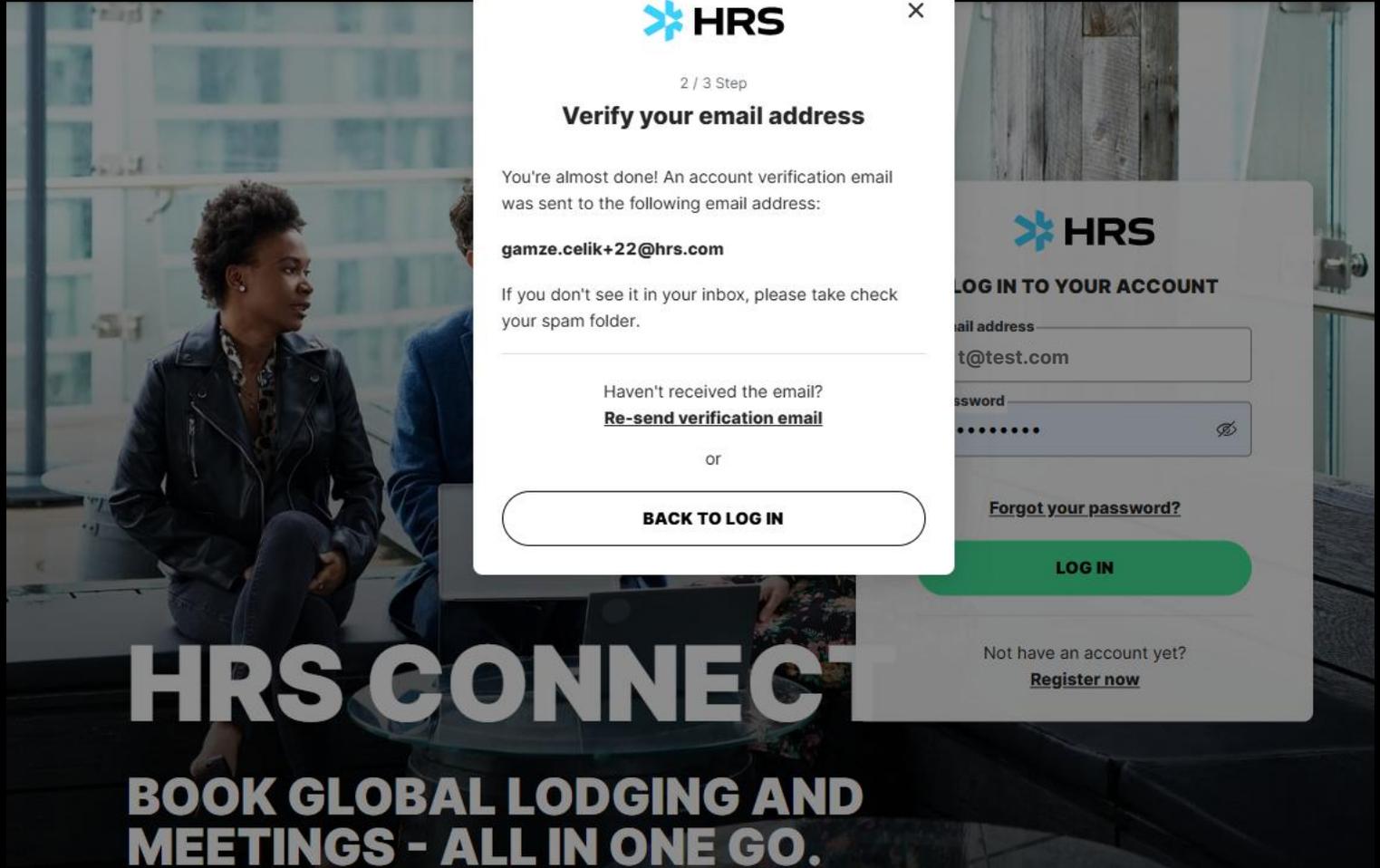
Step 1: Visit [HRS CONNECT](#) and click 'Register now' to create a new account.

Step 2: Enter your name, email address, and create a password. All communications will be sent to the email address you provide.



SECTION 1 CREATE ACCOUNT

Step 3: A verification link will be sent to the email address you provided.



The screenshot shows the HRS website interface. At the top, the HRS logo and 'BECOME A SUPPLIER' are visible. The main content area features a woman sitting on a rooftop with a laptop, and the text 'HRS CONNECT BOOK GLOBAL LODGING AND MEETINGS - ALL IN ONE GO.' is overlaid. A white modal window is open in the center, titled 'Verify your email address' (2 / 3 Step). The modal text reads: 'You're almost done! An account verification email was sent to the following email address: **gamze.celik+22@hrs.com**. If you don't see it in your inbox, please take check your spam folder.' Below this, there is a link 'Haven't received the email? [Re-send verification email](#)' and a 'BACK TO LOG IN' button. In the background, a login form is visible with fields for 'Email address' (containing 't@test.com') and 'Password' (masked with dots), a 'LOG IN' button, and a 'Forgot your password?' link. A 'Register now' link is also present at the bottom of the login form.

SECTION 1

CREATE ACCOUNT

Step 4: To complete your registration, click 'Verify Email' to confirm your account.

VERIFY ACCOUNT

You're almost there! Verify your account now to reserve spaces for your next event.

VERIFY EMAIL



If the above button does not work, please copy the link into your browser's address bar:

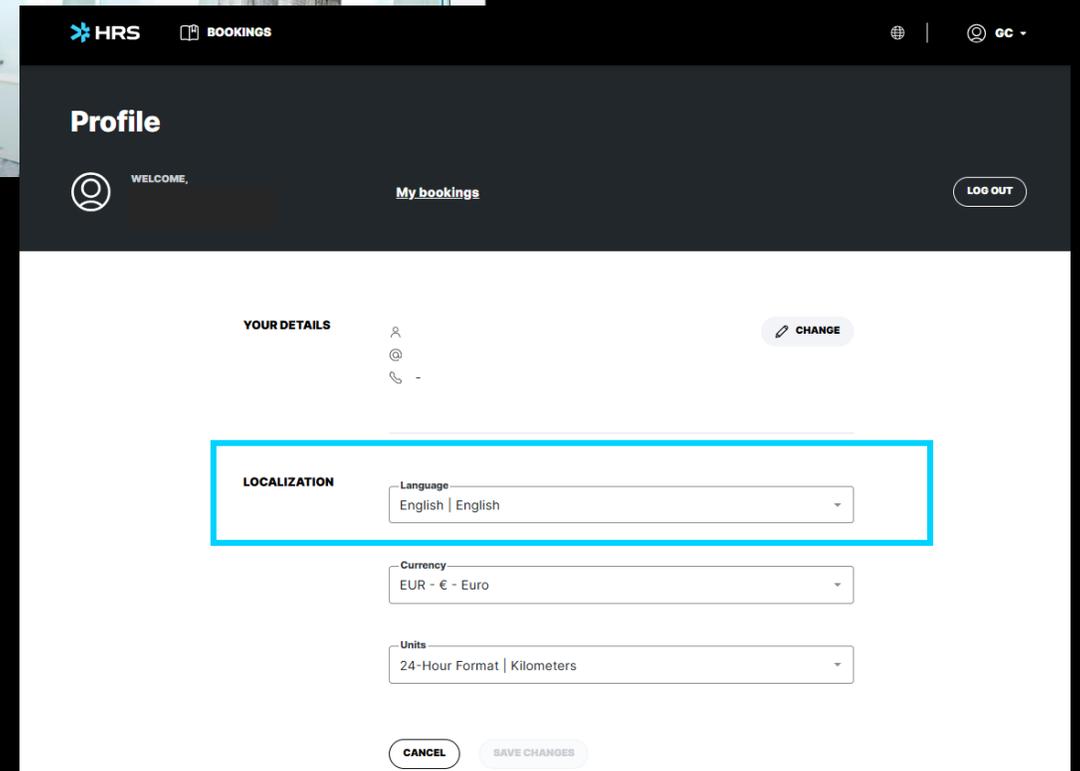
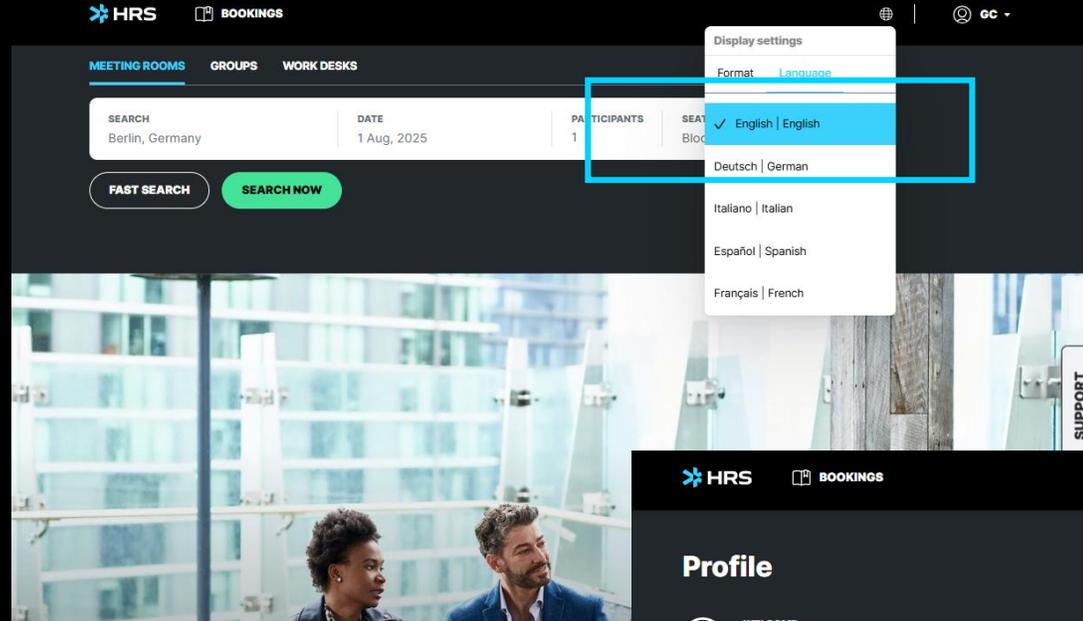


SECTION 2

SEARCH PAGE OVERVIEW

Step 5: Set your preferences:

- Language Selection: you can change the interface language by clicking the globe icon in the top menu.
- Profile Settings: By clicking on the profile icon, you can update your personal details. These settings will be used in system-generated emails and communication.

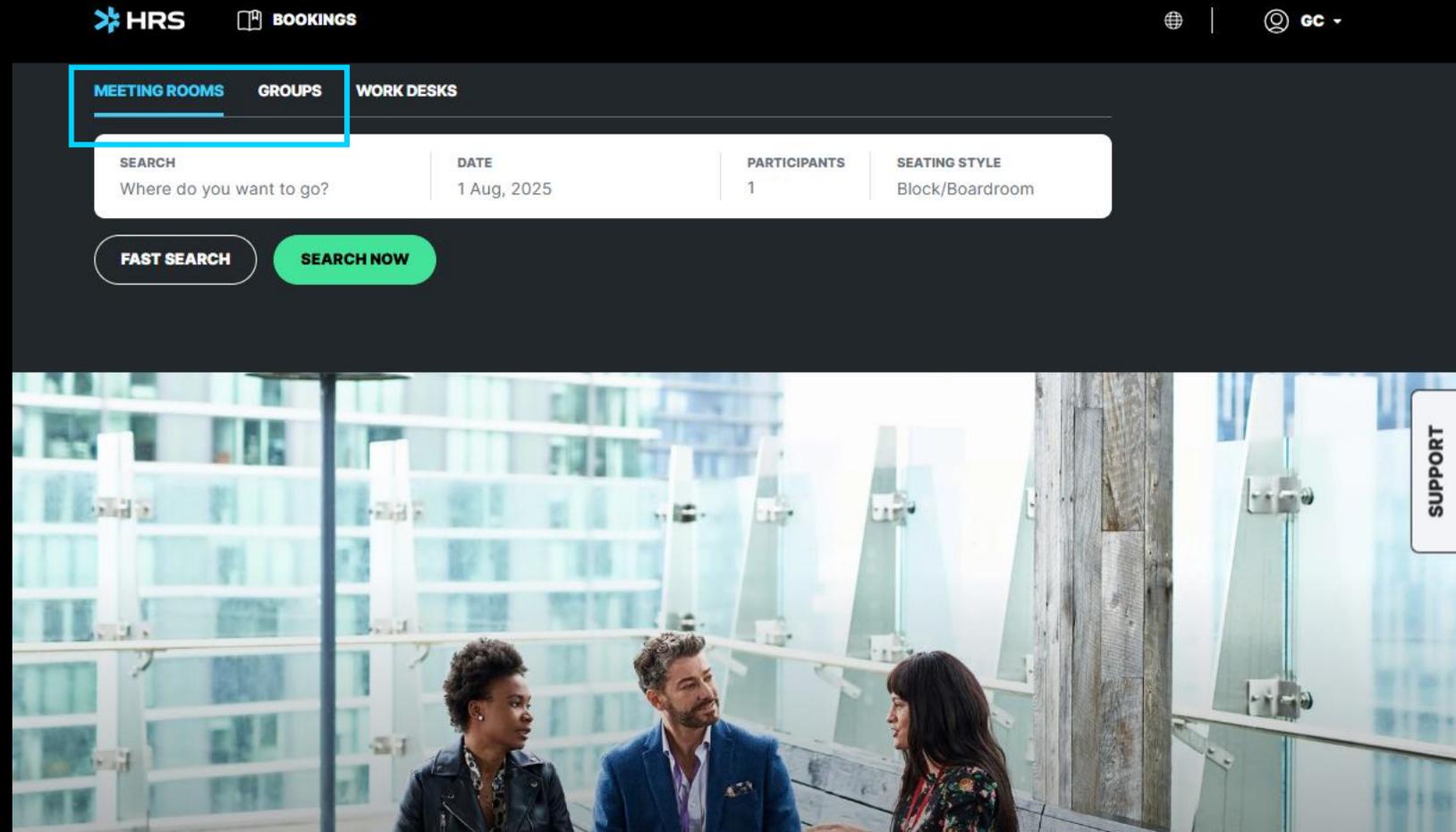


SECTION 2

SEARCH PAGE OVERVIEW

Step 6: Choose your search option:

- Meeting Rooms: Select to search for available meeting spaces. Bedrooms will be an optional add-on with this selection.
- Groups: Select "Groups" for sleeping accommodations of more than 10 rooms.

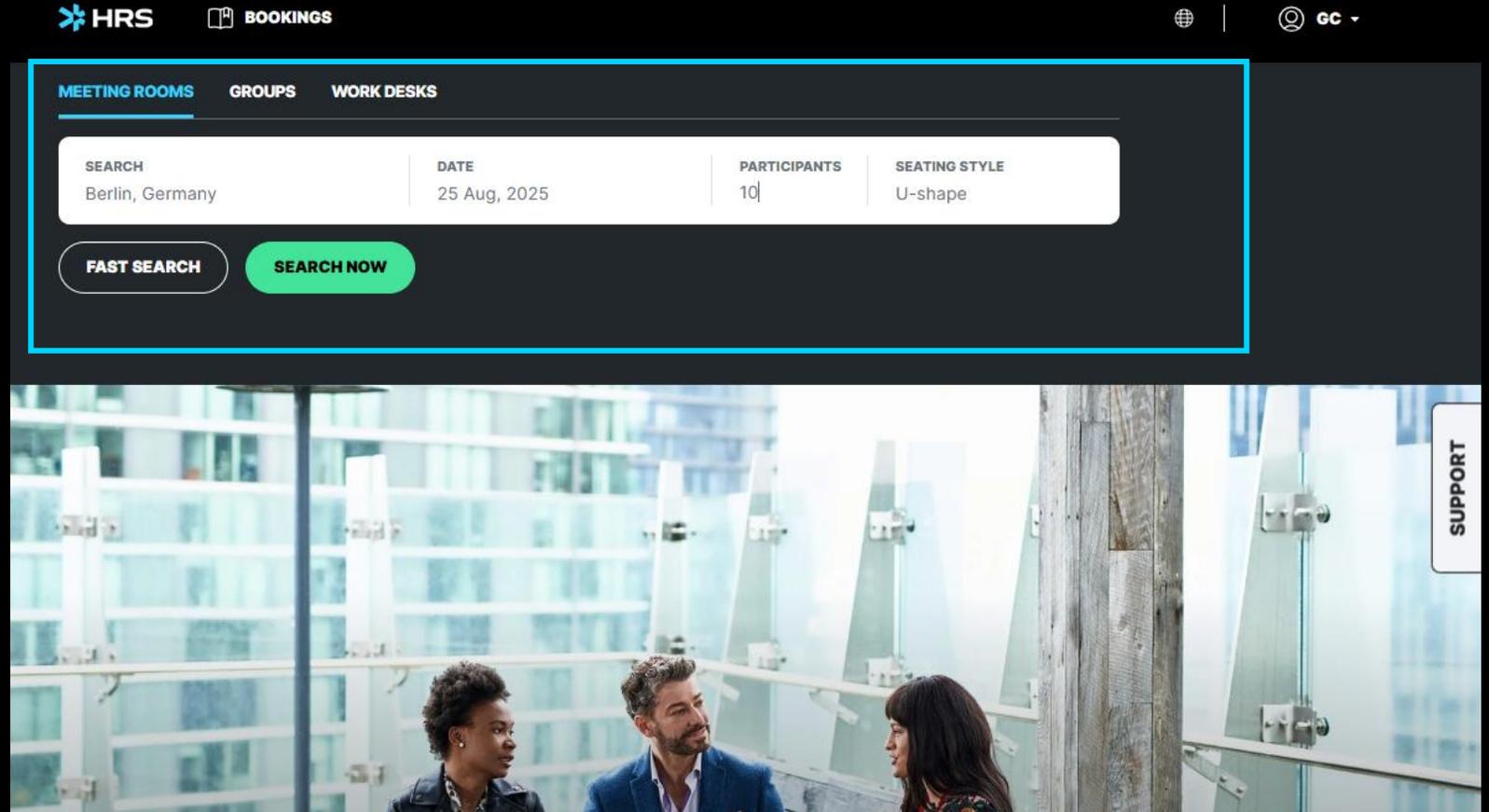


SECTION 3

DEFINE CRITERIA & SEARCH

Step 7: Enter the meeting destination, date, number of participants and seating style.

Step 8: Click “Search Now” to further define the meeting requirements.



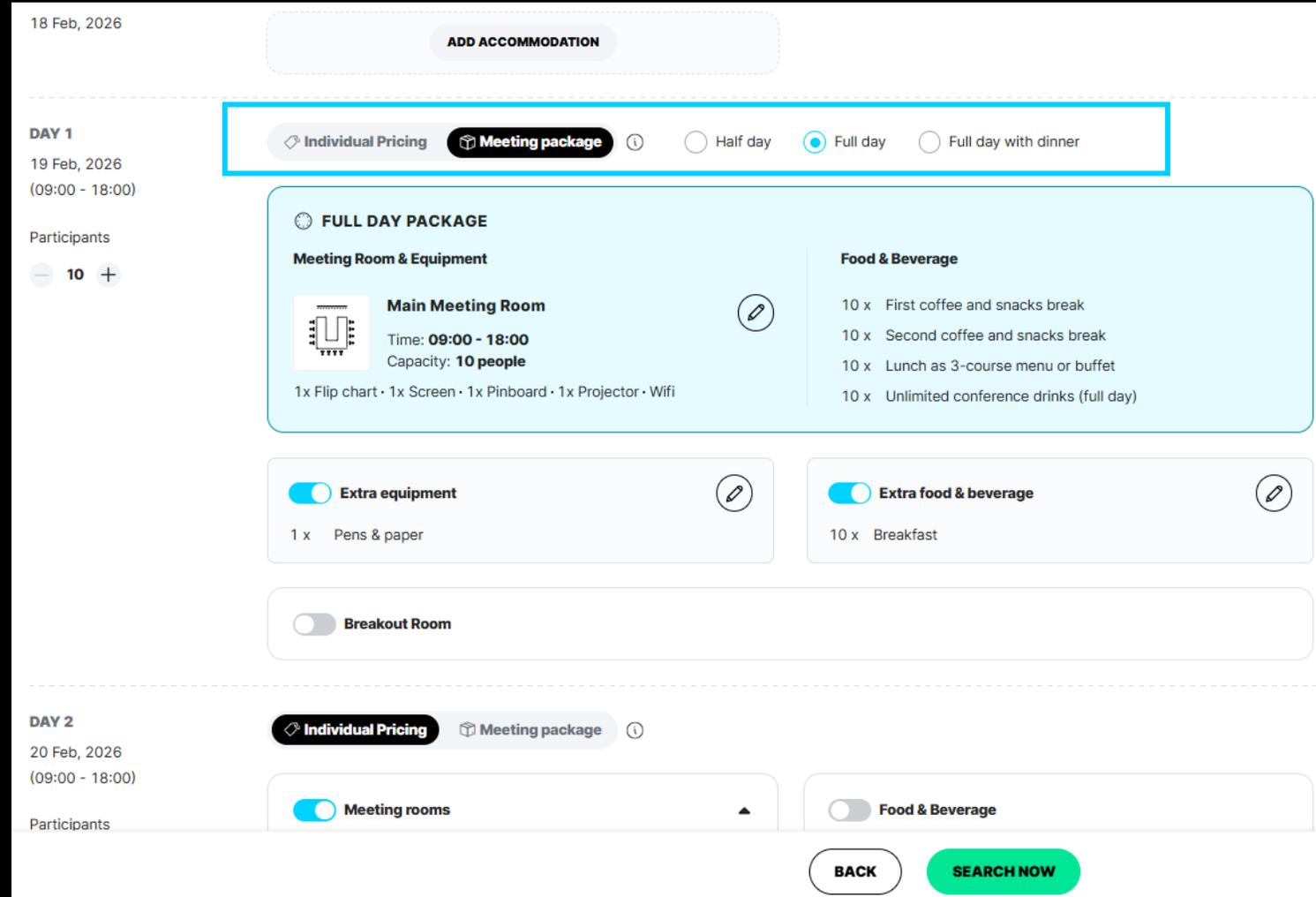
SECTION 3

DEFINE CRITERIA & SEARCH

Step 9: Use the toggle button to select Individual Pricing or Meeting Package.

- With Individual Pricing, you can configure and price each meeting element separately.
- With Meeting Package, you can bundle meeting rooms, standard equipment, and food & beverage based on your meeting duration (i.e. half day or full day).
- If a meeting room is required and there are more than 10 participants, Meeting Package will be pre-selected for you.
- You can use the pencil icon to adjust or add extra services.

Step 10: Review the summary and select “Search Now” to view the venue results list.



The screenshot displays the HRS meeting booking interface. At the top, there is a date selector for 18 Feb, 2026 and an 'ADD ACCOMMODATION' button. Below this, the interface is divided into two sections: DAY 1 and DAY 2.

DAY 1: 19 Feb, 2026 (09:00 - 18:00). Participants: 10. The 'Meeting package' option is selected, highlighted with a red box. Underneath, the 'FULL DAY PACKAGE' is detailed, including 'Meeting Room & Equipment' (Main Meeting Room, Time: 09:00 - 18:00, Capacity: 10 people, 1x Flip chart, 1x Screen, 1x Pinboard, 1x Projector, Wifi) and 'Food & Beverage' (10x First coffee and snacks break, 10x Second coffee and snacks break, 10x Lunch as 3-course menu or buffet, 10x Unlimited conference drinks (full day)). There are also toggle options for 'Extra equipment' (1x Pens & paper) and 'Extra food & beverage' (10x Breakfast). A 'Breakout Room' toggle is also present.

DAY 2: 20 Feb, 2026 (09:00 - 18:00). Participants: (empty). The 'Individual Pricing' option is selected. There are toggle options for 'Meeting rooms' and 'Food & Beverage'.

At the bottom right, there are 'BACK' and 'SEARCH NOW' buttons.

SECTION 4

FIND VENUES

Step 11: Scroll to view venues results based on the meeting criteria and your company policy*.

- Venues labeled “**Corporate negotiated**” means your company has a negotiated corporate agreement with the hotel.
- Venues labeled “**Corporate discounted**” means no corporate rate exists, but HRS has partnered with the venue to offer a Meeting Consortia Rate (MCR).

Step 12: Click on the venue name to view the venue’s profile.

139 Venues found
You've searched for: meeting room

Filter: Brand/Chain | HRS Stars

Sort by: Recommended | Best price / per stay

Venue Name	Price	Features
Dorint Kurfürstendamm Berlin Berlin, Germany 5.3 km 4 km 28 km Hotel · Request booking 7 meeting rooms · 312 guest rooms	800,00 €	Corporate negotiated ★★★★ HRS Stars
DoubleTree by Hilton Berlin Berlin, Germany 5.1 km 3 km 7 km Hotel · Request booking 3 meeting rooms · 398 guest rooms	860,00 €	Corporate discounted ★★★★ HRS Stars
centrovital Hotel Berlin Berlin, Germany 13.5 km 1.5 km 35 km Hotel · Request booking 12 meeting rooms · 158 guest rooms	865,00 €	★★★★ HRS Stars

Map view showing venue locations in Berlin with price callouts: 860,00 €, 1.405,00 €, 1.320,00 €, 1.970,00 €, 1.100,00 €, 945,00 €.

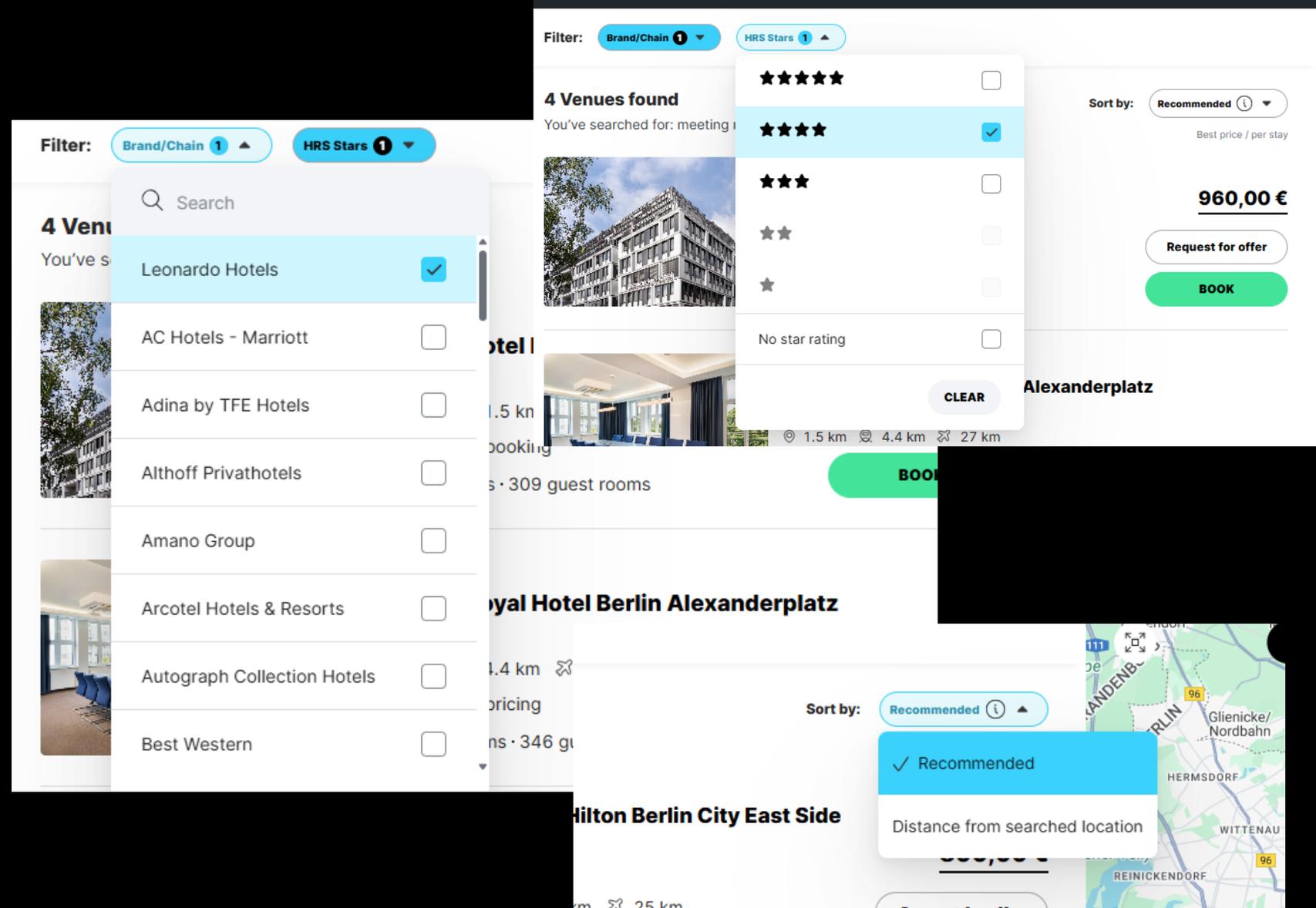
*Please note: Prices are calculated based on the negotiated rates with T&Cs.

SECTION 4

FILTERS & SORTING

Step 13: Refine your hotel search by selecting specific brands, chains, or star ratings to match your preferences.

Step 14: Choose how you want to view your results—either by Recommended (curated suggestions) or by Distance from your selected location.



SECTION 4

FIND VENUES

Step 15: Click on the meeting room name to view space details. Scroll to view venue description, amenities, and more.

Step 16: To request an offer or shortlist the venue, select “Request for offer”.

If you have already decided, you could also submit a booking request from here.



MORE PHOTOS

Corporate discounted

Hampton by Hilton Berlin City East Side Gallery

15 Mildred-Harnack-Strasse, Berlin, Germany 10243

DAY 1

25 Aug, 2025
Participants: 10



Friedrichshain

09:00 - 18:00
Room setup: U-shape
Participants: 10 people (18 max)
Size: 44 square metres / 474 square feet



DAY 2

26 Aug, 2025
Participants: 10



Kreuzberg

09:00 - 18:00
Room setup: U-shape
Participants: 10 people (16 max)
Size: 39 square metres / 420 square feet



Total Price

Includes taxes and fees

1.190,00 €

Request for offer

REQUEST BOOKING

INCLUDED IN OFFER:

- ✓ Meeting rooms
- ✓ Equipment

SECTION 4

ADD VENUES TO SHORTLIST

Step 17: To add more venues to your shortlist, select “Back to Results” to shortlist additional venues from the list.

122 Venues found
You've searched for: meeting room

Sort by: Recommended (1) ▾
Best price / per stay



Corporate discounted
Hampton by Hilton Berlin City East Side Gallery
Berlin, Germany
3 km 7.5 km 25 km
Hotel · Request booking
3 meeting rooms

800,00 €

Shortlisted

BOOK



Corporate discounted
Holiday Inn BERLIN - CITY WEST
Berlin, Germany
9.9 km 7.4 km 35 km
Hotel · Request booking
17 meeting rooms · 342 guest rooms

860,00 €

Request for offer

BOOK

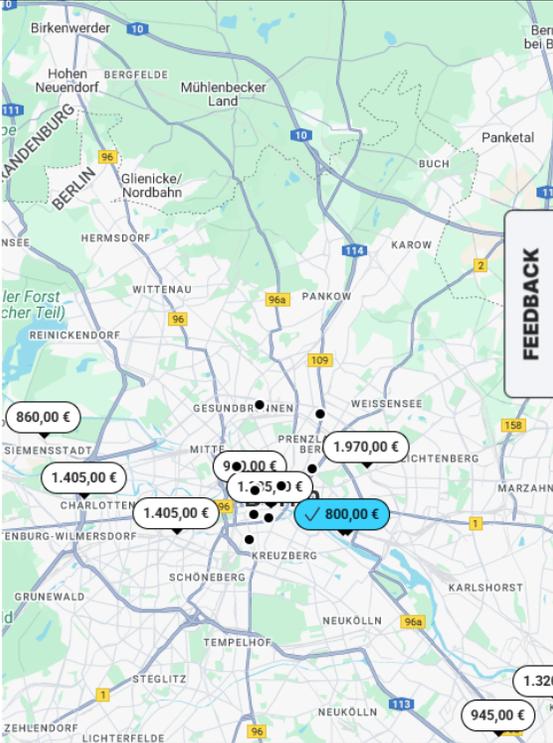


Corporate discounted
centrovital Hotel Berlin
Berlin, Germany
13.5 km 1.5 km 35 km
Hotel · Request booking

865,00 €

Request for offer

Select at least 3 to 5 venues
You have selected 1 venue



COMPARE GO TO REQUEST

Select at least 3 to 5 venues
You have selected 1 venue





SECTION 4

ADD VENUES TO SHORTLIST

Step 18: Select "Request for offer" to shortlist additional venues*.

Step 19: Once shortlist is completed (with a minimum of 3 venues), select "Go To Request" to request multiple offers.

Filter: Brand/Chain HRS Stars

122 Venues found
You've searched for: meeting room

Sort by: Recommended Best price / per stay

- Hampton by Hilton Berlin City East Side Gallery**
Berlin, Germany
3 km 7.5 km 25 km
Hotel · Request booking
3 meeting rooms
800,00 €
Shortlisted
BOOK
- Holiday Inn BERLIN - CITY WEST**
Berlin, Germany
9.9 km 7.4 km 35 km
Hotel · Request booking
17 meeting rooms · 342 guest rooms
860,00 €
Shortlisted
BOOK
- centrovital Hotel Berlin**
Berlin, Germany
13.5 km 1.5 km 35 km
Hotel · Request booking
12 meeting rooms · 158 guest rooms
865,00 €
Shortlisted
BOOK
- Holiday Inn BERLIN - CITY EAST SIDE**
Berlin, Germany
3.2 km 6 km 13.7 km
Hotel · Request booking
4 meeting rooms · 217 guest rooms
870,00 €
Shortlisted
BOOK
- Essential by Dorint Berlin-Adlershof**
Berlin, Germany
13.2 km 19 km 9 km
Hotel · Request booking
945,00 €
Shortlisted
BOOK

Select at least 3 to 5 venues
Done! Let's request offers

COMPARE GO TO REQUEST

*Please note: To increase your odds of receiving acceptable bids, you must select 3-5 venues on the shortlist.

SECTION 5

REQUEST OFFERS

Step 20: The option date* is set to a default of 7 days. If more time is needed, you can request an option date extension.

- Select “Extend Option Date”, choose a new date, and confirm. The venue is notified and must approve the extension before the offer can be booked.

Step 21: Select “Request offer” to send the request to the selected venues.

Step 22: You will receive an email confirming that your request was submitted to the business email address in your profile.

REQUEST OFFER

STEP 1 You send a request → **STEP 2** Venue reviews it → **STEP 3** Review venue's offer → **STEP 4** Booking confirmed!

OPTION DATE

Once the venues will provide their offers you will have until **October 27th, 2025 18:00 (GMT+1)** to finalise your decision. **Need more time?** Extend your option date to keep your venues on hold.

3rd of November, 2025 **REQUEST EXTENSION**

YOUR ROOM

8 Apr, 2026

ABOUT MEETING

Your meeting name

YOUR DETAILS (Required)

gamze celik
gamze.celik@hrs.com

5 Venues selected

- Corporate discounted**
NH Collection Berlin Mitte
Checkpoint Charlie
106-111 Leipziger Straße, Berlin, Germany 10117
- Corporate discounted**
Leonardo Royal Hotel Berlin
Alexanderplatz
90-94 Otto-Braun-Straße, Berlin, Germany 10249
- Corporate discounted**
DoubleTree by Hilton Berlin
1 Los-Angeles-Platz, Berlin, Germany 10789
- Corporate discounted**
Dorint Kurfürstendamm Berlin
41 Augsburger Straße, Berlin, Germany 10789
- Corporate discounted**
Holiday Inn BERLIN - CITY WEST
82 Rohrdamm, Berlin, Germany 13629

REQUEST OFFER

The cancellation policy becomes binding only if you accept the venue's offer. By proceeding you accept the HRS [Terms & Conditions](#).

*Please note: Option Date refers to how long an offer will be valid once received.

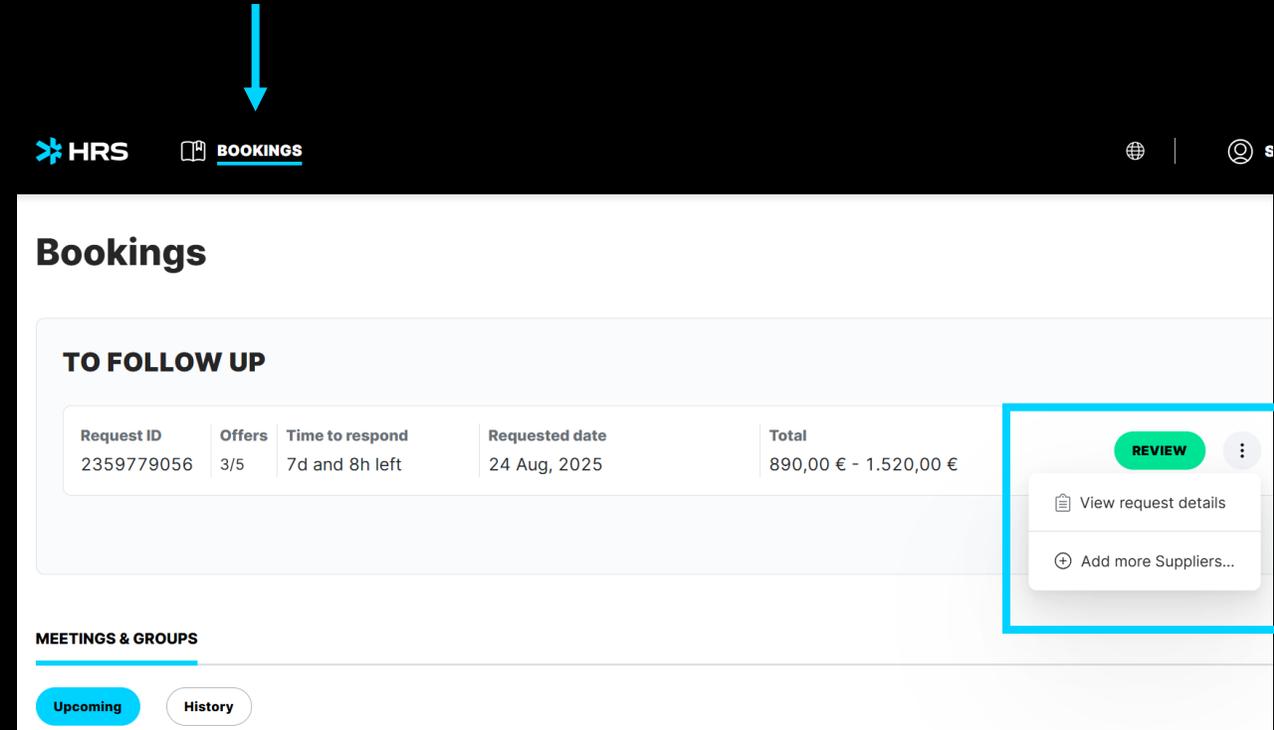
SECTION 5

REVIEW RECORDS

Step 23: If a venue can accommodate the request, you will receive an offer confirming the space available and pricing.

- The expectation is for hotels to respond within 48 hours of request date, but the system will allow for up to 72 hours (excluding weekends).

Step 24: In case the offers do not fit your preferences, you can forward your request to additional suppliers. You can also change the destination of the additional suppliers.



The screenshot shows the HRS Bookings dashboard. At the top, there is a navigation bar with the HRS logo and a 'BOOKINGS' tab. Below this, the main heading is 'Bookings'. Underneath, there is a section titled 'TO FOLLOW UP' which contains a table with the following data:

Request ID	Offers	Time to respond	Requested date	Total
2359779056	3/5	7d and 8h left	24 Aug, 2025	890,00 € - 1.520,00 €

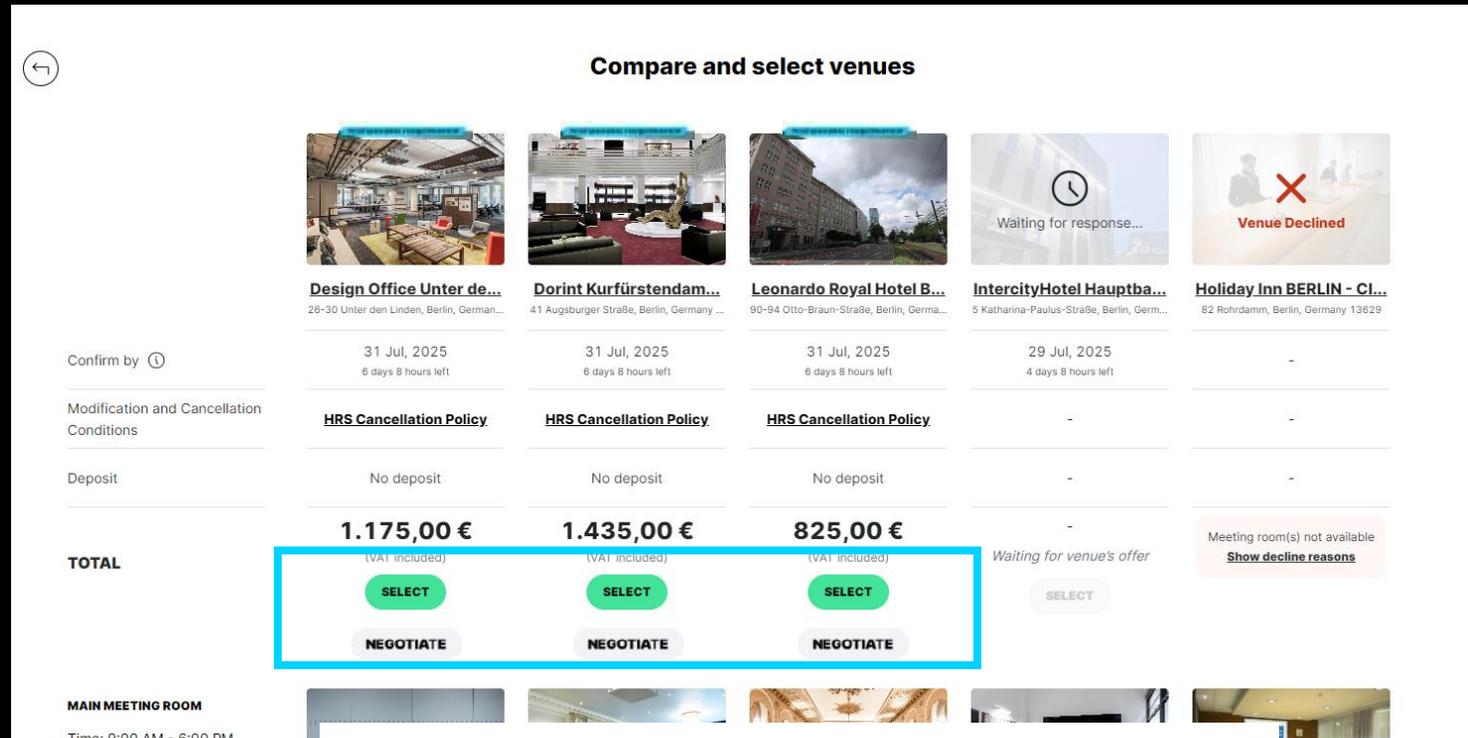
To the right of the table, there is a dropdown menu with the following options: 'REVIEW' (highlighted in a red box), 'View request details', and 'Add more Suppliers...'. Below the table, there is a section titled 'MEETINGS & GROUPS' with two tabs: 'Upcoming' and 'History'.

SECTION 5

SELECT OFFER

Step 25: You can view and compare offers in the Comparison View to evaluate pricing, terms, and availability.

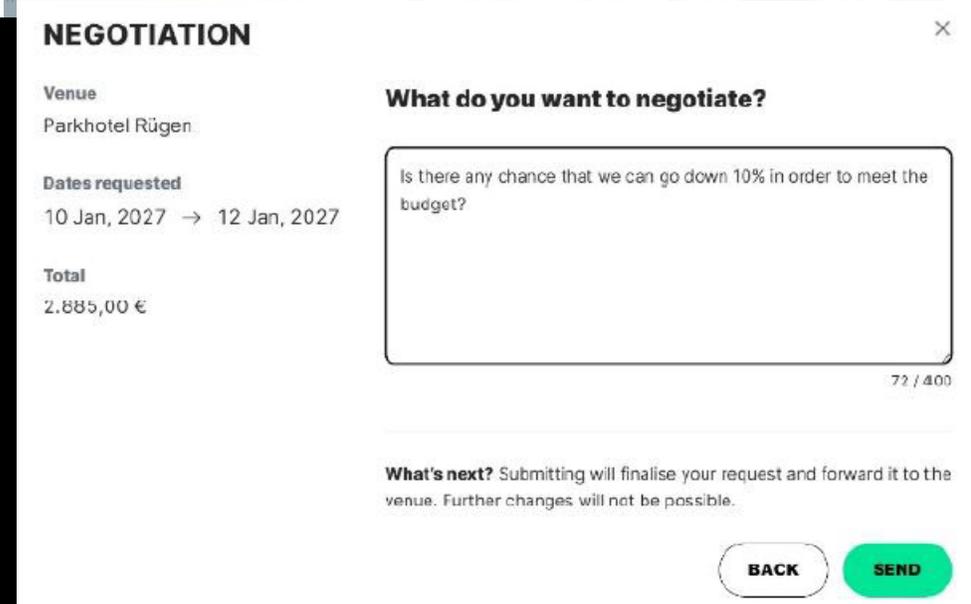
- Select an offer to confirm your booking.
- If offer adjustments are needed, click the “negotiate” button to request a negotiation directly from the offer.
- You can use negotiations to request revised pricing or propose updates to cancellation or deposit terms.
- Once submitted, the offer status updates to “Negotiation Requested”, allowing you to track progress directly in the comparison view.



Compare and select venues

	Design Office Unter de...	Dorint Kurfürstendam...	Leonardo Royal Hotel B...	IntercityHotel Hauptba...	Holiday Inn BERLIN - Cl...
Confirm by	31 Jul, 2025 6 days 8 hours left	31 Jul, 2025 6 days 8 hours left	31 Jul, 2025 6 days 8 hours left	29 Jul, 2025 4 days 8 hours left	-
Modification and Cancellation Conditions	HRS Cancellation Policy	HRS Cancellation Policy	HRS Cancellation Policy	-	-
Deposit	No deposit	No deposit	No deposit	-	-
TOTAL	1.175,00 € (VAT included)	1.435,00 € (VAT included)	825,00 € (VAT included)	- Waiting for venue's offer	- Meeting room(s) not available Show decline reasons
	SELECT	SELECT	SELECT	SELECT	
	NEGOTIATE	NEGOTIATE	NEGOTIATE		

MAIN MEETING ROOM
Time: 9:00 AM - 6:00 PM



NEGOTIATION

Venue
Parkhotel Rügen

Dates requested
10 Jan, 2027 → 12 Jan, 2027

Total
2.885,00 €

What do you want to negotiate?

Is there any chance that we can go down 10% in order to meet the budget?

72 / 400

What's next? Submitting will finalise your request and forward it to the venue. Further changes will not be possible.

BACK **SEND**

SECTION 5 SELECT OFFER

Step 25 (continued): You can review negotiated offers in the Comparison View.

- Successfully negotiated offers display the savings amount and percentage directly below the total price.
- Updated pricing reflects the supplier's approved response to your negotiation request.
- Select the preferred offer to proceed with confirmation.

Compare and select venues

	 NH Collection Berlin Mi... <small>96 Friedrichstraße, Berlin, Germany 101...</small>	 Meliá Berlin <small>103 Friedrichstraße, Berlin, Germany 10...</small>	 Leonardo Royal Hotel B... <small>90-94 Otto-Braun-Straße, Berlin, Germa...</small>	 INNSiDE Berlin Mitte <small>33b Chausseestraße, Berlin, Germany 1...</small>
Confirm by ⓘ	Extension pending 30 Jan, 2026 15 days 2 hours left	Extension declined 30 Jan, 2026 15 days 2 hours left	Extended 13 Feb, 2026 29 days 2 hours left	Extension pending 30 Jan, 2026 15 days 2 hours left
Modification and Cancellation Conditions	HRS Cancellation Policy	Venue's Cancellation Policy	HRS Cancellation Policy	Venue's Cancellation Policy
Deposit	No deposit	5.000,00 € on 11 Feb, 2026	No deposit	No deposit
TOTAL	7.950,00 € (VAT included)	7.450,00 € (VAT included)	5.950,00 € (VAT included)	6.950,00 € (VAT included)
Actions	SELECT NEGOTIATE	SELECT NEGOTIATE	SELECT	SELECT NEGOTIATE
Negotiation success	-	-	-	1000 € (13 % Savings) + Ne...

SECTION 6 CONFIRM & MANAGE BOOKINGS

Step 26: Define the payment method.

- Either provide or select your billing address, or
- If your company is an HRS PRIME customer, select the corporate payment account

Step 27: Review the modification and cancellation conditions.

Step 28: If all is correct, select “Confirm & Book” to complete your booking.

PAYMENT INFORMATION
(Required)

Payment method:
Select your desired payment method

Direct payment to venue
 Corporate payment

Select a corporate payment account

Deposit payments:
No deposit

TERMS & CONDITIONS

Modification and Cancellation Conditions ←

Please review the HRS Cancellation Policy as provided below:

100% free-of-charge until Sun, Aug 03, 06:00 PM (GMT+2)*

Important note: The percentages show you how much of the original booking volume (incl. taxes and fees) the booker can reduce by reservation changes or cancellations without a fee.

60%	Up to 14 days prior to meeting	until Sun, Aug 10, 06:00 PM (GMT+2)*
30%	Up to 7 days prior to meeting	until Sun, Aug 17, 06:00 PM (GMT+2)*
10%	Up to 1 day prior to meeting	until Sat, Aug 23, 06:00 PM (GMT+2)*
0%	Below 1 day prior to meeting	from Sat, Aug 23, 06:01 PM (GMT+2)*

* The deadline is based on the timezone of the venue

Company's Terms and Conditions

The venue has accepted your [Company's Terms and Conditions](#).

Leonardo Royal Hotel Berlin
Alexanderplatz
90-94 Otto-Braun-Straße, Berlin, Germany 10249

24 Aug, 2025 (Sun) 09:00 - 18:00

MAIN MEETING ROOM

R2	275,00 €
09:00 - 18:00 · 10 people	
1 x Projector	Free
1 x Screen for video projection	Free
1 x Pinboard	20,00 €
WiFi	30,00 €

FOOD & BEVERAGE

20 x Coffee and snacks break	200,00 €
10 x Lunch as 3-course menu or buffet including one soft drink	200,00 €
10 x Unlimited conference drinks (full day)	100,00 €

Total Price

825,00 €

Cancellation policy Includes taxes and fees

By proceeding you accept the HRS [Terms & Conditions](#).

Time left to respond:
7 days 8 hours

Received on: 25 Jul, 2025 at 10:21 (GMT+2)
Respond by: 01 Aug, 2025 at 18:00 (GMT+2)

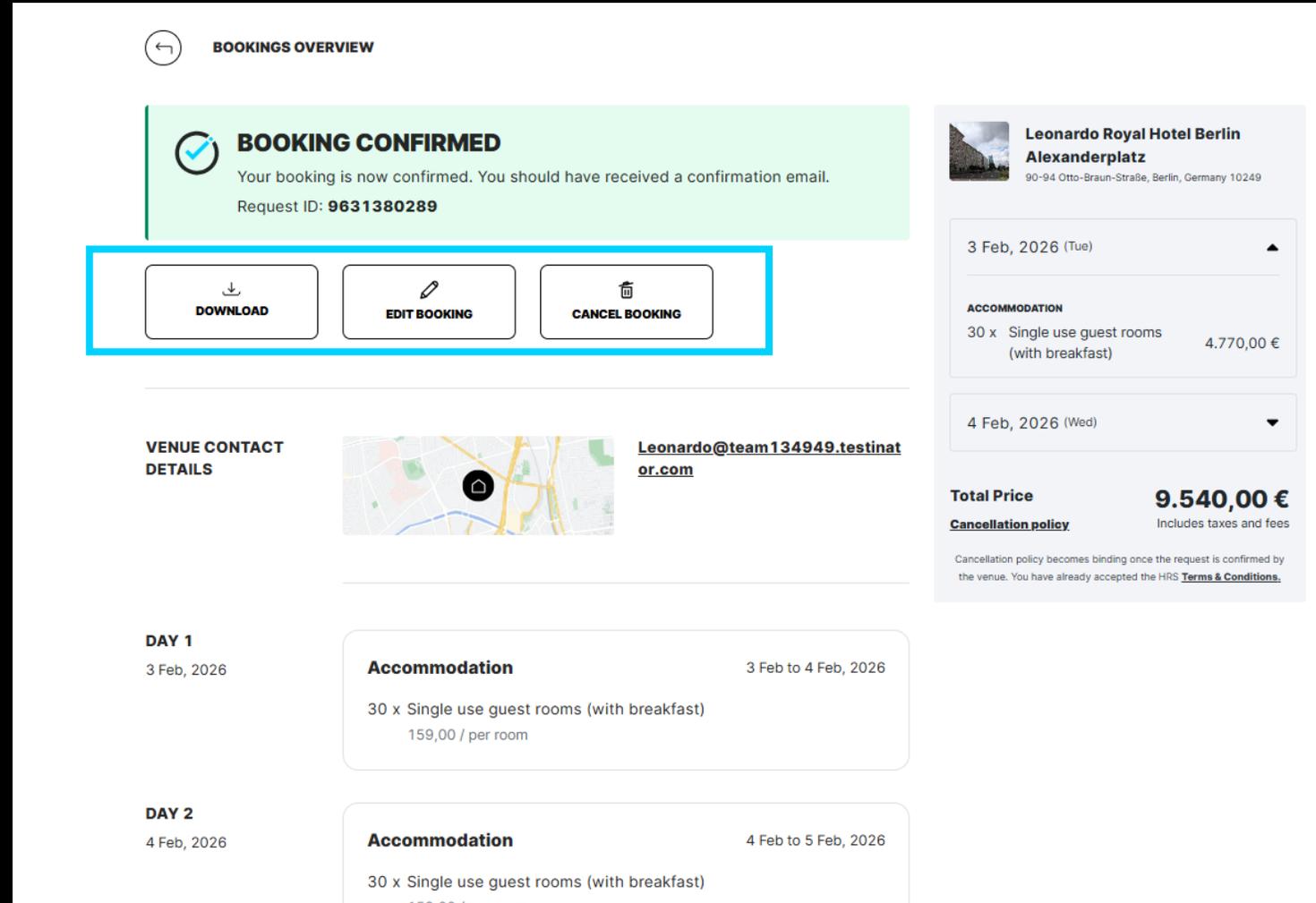
DECLINE
CONFIRM & BOOK

SECTION 6

CONFIRM AND MANAGE BOOKINGS

Step 29: Review your booking confirmation and manage your reservation from the confirmation page.

- From this page, you can download a PDF contract for records and internal approvals.
- The PDF contract includes all booked services, pricing, terms, and contracting details.
- If changes are made to the booking, an updated version of the PDF is generated automatically.



BOOKINGS OVERVIEW

BOOKING CONFIRMED
Your booking is now confirmed. You should have received a confirmation email.
Request ID: **9631380289**

DOWNLOAD **EDIT BOOKING** **CANCEL BOOKING**

VENUE CONTACT DETAILS

 Leonardo@team134949.testinator.com

DAY 1
3 Feb, 2026

Accommodation 3 Feb to 4 Feb, 2026
30 x Single use guest rooms (with breakfast)
159,00 / per room

DAY 2
4 Feb, 2026

Accommodation 4 Feb to 5 Feb, 2026
30 x Single use guest rooms (with breakfast)
159,00 / per room

Leonardo Royal Hotel Berlin Alexanderplatz
90-94 Otto-Braun-Straße, Berlin, Germany 10249

3 Feb, 2026 (Tue) ▲

ACCOMMODATION
30 x Single use guest rooms (with breakfast) 4.770,00 €

4 Feb, 2026 (Wed) ▼

Total Price **9.540,00 €**
Includes taxes and fees

Cancellation policy
Cancellation policy becomes binding once the request is confirmed by the venue. You have already accepted the HRS [Terms & Conditions](#).



SECTION 7

ADDITIONAL SUPPORT

For support resources, visit our Knowledge Base, where you'll find detailed video tutorials and answers to frequently asked questions (FAQs).

It's your one-stop resource to get the most out of HRS CONNECT. Access it anytime at: <https://corporate.hrs.com/connect-knowledge-base>.

