



Walmart 

Getting Started

HOTELPLANNER:

MEETINGS & EVENTS 

Tell us **where** and **when** your meeting is taking place.

Go to <https://walmart.meetings.com>

Enter

1. Destination
2. The date you will check in
3. The date you will check out
4. The number of rooms
5. Select CONTINUE

NOTE: Group type default is Business Meeting

1.



The screenshot shows the Walmart Meetings & Events website interface. At the top, the Walmart logo is on the left, and 'Meetings & Events' with a flag icon and a 'Sign In' button are on the right. Below the header, there are four tabs: 'Group Reservations', 'Meeting Space Only', 'Group Air', and 'Transportation'. The 'Meeting Space Only' tab is selected. The main form area contains a search box labeled 'Where do you want to be near?' with the text 'Bentonville, AR, USA' entered. Below this are four input fields: 'Check-In Date' (04/17/2019), 'Check-Out Date' (04/19/2019), 'Number of Rooms' (25), and 'Group Type' (Business Meeting). A blue 'Continue' button is located at the bottom right of the form. Green arrows point to the search box, the check-in date field, the check-out date field, and the number of rooms field. A large red number '1.' is positioned to the left of the search box, with a green arrow pointing to it.

2.

3.

4.

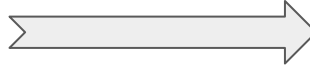
5.



Tracking Your Events

The following are required to submit your request:

Division Number



Department Number



Event Name



Number of Participants



Note:
This is the total number of people who will attend this event, not the number of sleeping rooms you will need.



Meetings & Events



Sign In

Meeting Hotel Quotes

How does this work?

Enter your details below Receive direct hotel bids Negotiate with hotels online You pay the hotel, not us

Division Number

Department Number

Event Name

Total Number of Participants Attending the Event

Now fill in the details to get the best offers.

What cities and dates are you considering?

1. Search a single destination or select:
Add another city or alternate dates
Search up to 8 city & date combinations at once.
2. Select Add details
Enter number of rooms per room type
NOTE Star Rating default for Walmart is 2-4
3. Use the slide rule to set your budget range.

How does this work?

Enter your details below Receive direct hotel bids Negotiate with hotels online You pay the hotel, not us

What cities and dates are you considering?

Enter the cities/dates you are considering or the series of cities in a tour or a mix of both.

1.

Destination Bentonville, AR	Check-in Date 04/17/2019	Check-out Date 04/19/2019
Destination 2 <input type="text"/>	Check-in Date <input type="text"/>	Check-out Date <input type="text"/>

[+ Add another city or alternate dates](#)

What are your hotel requirements?

2.

Number of rooms needed per night Help
 (your best guess is OK)

Ideal star rating Help
2-4 Star

Room type(s)
2 Double Beds (1-2 People) [+ Add details](#)

3.

Ideal Nightly Budget Help
\$54 - \$108

\$40 \$80 \$124 \$166 \$208 \$250+

Adding meeting space? **Select: Yes**

Group type: Business Meeting

Want to add meeting space or attach a document?

Add Meeting Space | Attach a Document

Attach a space specification to your request. You can add another space after you add this one

Type: Banquet - 5'

No. of People:

Min. Room Size: sq. ft.

Day: --

Time: 9:00AM for 1 hour

Example Layout

Amenities:

<input type="checkbox"/> Coffee/Tea Setup	<input type="checkbox"/> Food Beverage	<input type="checkbox"/> Projection Equipment	<input type="checkbox"/> TV/VCR/DVD
<input type="checkbox"/> WiFi Internet	<input type="checkbox"/> Podium	<input type="checkbox"/> LAN Internet	<input type="checkbox"/> Microphone
<input type="checkbox"/> Teleconferencing	<input type="checkbox"/> White Board	<input type="checkbox"/> Video Conference	<input type="checkbox"/> Flip Chart
<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Computer Rentals	<input type="checkbox"/> Sound System	<input type="checkbox"/> Simultaneous Interpretation

Room setup needed
No. of People:
Min. Room Size & Sq. Ft. will auto populate

Day:
Time:
What will you need for the meeting

Select Add to Request
Repeat if more space are needed

Attaching Documents?

Example: AV Requirements or Food & Beverage

Select: Yes



Want to add meeting space or attach a document?

Yes

No

Enter a Document Description:



Leave this field Blank



Attach a Document:



Select: Add to My Request

Repeat to add additional documents



Add Meeting Space  **Attach a Document**

Document Description:

Total Meeting Space in this Doc.: sq. ft.

Attach a Document: No file chosen

All space requirements and documents added to your request will automatically be distributed to the hotels with your electronic RFP.

1. The rate chart will let you know what hotels are selling for over the time period by star rating. .

2. The request will go to all hotels matching your criteria.

3. Any additional requests or comments?

- For Example:
- "We need a hotel close to airport."
- "We want a hotel with a shuttle service."
- "We will decide on a hotel by next Monday."

Click "Let's Get Started?"

1.

2.

3.

AVG. GROUP RATES	1 Star	2 Star	3 Star	4 Star	5 Star	Events Potentially Affecting Rates
Bentonville, AR	--	\$63.00	\$100.00	\$94.00	--	Holiday: Good Friday - Easter04/19-04/21/19

✔ Your requested max budget of a 2-4 Star Bentonville, AR hotel for \$109.00 is OK

Any additional requests or comments?

The more hotels know about your needs, the better they can provide you useful proposals that are easy to compare.

Who would you like to see offers from?

All hotels matching my request (recommended)

Any additional requests or comments?

For Example:
"We need a hotel close to downtown."
or
"We want a hotel with a swimming pool."
or
"We will decide on a hotel by next Monday."

Let's Get Started >

PAY CLOSE ATTENTION

The system will assign your password during your first request and will be on the page following hitting the "Let's Get Started" button.

3/4/2019

Support

Every request is assigned a reservation ID and a professional planner to assist you.



Your planner's contact information is located on your results page.



Note: Please make sure you have your Reservation ID on hand or included in your email when you reach out to your planner

Reservation Request Details

Quote Mode:	All hotels matching my request (recommended)
Reservation ID:	5099520
Posted:	February 22, 2019 12:00 PM CST
Status:	Active
Event Name:	Walmart Transportation
Client Name:	
Contact Info:	
Agent Assigned:	Melissa Leppin Melissa.Leppin@HotelPlanner.com x230 Edit
Last Active:	02/22/2019 12:00 PM CST (9 days ago)
Client Language:	English (en_US)
Brand:	Walmart.meetings.com
Share:	https://Walmart.meetings.com/REC-5099520
Source Code:	walmartacademy
Value Score:	168
Posted By:	Individual
Type:	Business Meeting
Itinerary:	Casa Grande, AZ Find Hotels

SUBMIT QUESTIONS HERE:

<https://form.jotform.com/90484718341965>

