

Hospitality Booking Manual

- ❖ Login to Your Account:
 - Visit the IMW portal and login as a Conference Speaker, Delegate, or Exhibitor.
 - Conference Speaker- <https://imw.org.in/conference/profile/>
 - Delegate- <https://imw.org.in/delegates/profile/>
 - Exhibitor - <https://imw.org.in/exhibition/profile/>
- ❖ Access Hospitality Booking:
 - After logging in, go to your dashboard or profile area.
 - Click on “Hospitality Booking.”
- ❖ Browse Hospitality Packages:
 - View available packages such as:
 - Luxury Package
 - Signature Package
 - Premium Package
 - Deluxe Package
 - A-La-Carte Package
- ❖ Compare Packages:
 - For each listed package, review:
 - Hotel options (e.g., Taj Santacruz, Fairmont Mumbai, The Westin Mumbai)
 - Room type (e.g., Junior Suite, Fairmont Suite, Deluxe Room)
 - Inclusions: In-room dining/laundry/one meal at the restaurant, Innova Crysta or equivalent transfer, Pranaam Service at arrival & departure
 - Price (check both Single and Double Occupancy rates; GST is extra)
- ❖ View More Details:
 - For any package, click “View More” to see full details and inclusions.
- ❖ Book a Package:
 - Click the “Add” button for your selected hotel and package.
 - Choose occupancy type (Single/Double).
- ❖ Upload Required Documents
 - Select ID type (Passport/Aadhaar/PAN/other).
 - Upload scanned copy of your ID (JPG/JPEG/PNG/PDF, max 20MB).
 - Optionally upload flight ticket if required for coordination.

- ❖ Finalize Booking
 - Review details shown in Booking Summary section.
 - Click "Create Booking" or "Proceed to Payment".
 - Complete payment via the payment gateway as directed.
- ❖ Booking Confirmation
 - After payment, system confirms your booking.
 - Reference ID & confirmation details shown on screen.
 - Confirmation sent to your registered email.
- ❖ Post-Booking Support
 - Preview, download, or print the package booking details from your dashboard.
 - For modifications, cancellations, or special requests, use help/contact sections.
- ❖ Notes:
 - Rates are exclusive of GST; applicable GST will be added at checkout.
 - For special requests (e.g., visa invitation, additional services), use relevant sections post-login.