

Winning the IHG Way

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NEW IHG RFP Training for Hotel Sales Teams - Available Now!

Training for IHG RFP tool is **AVAILABLE NOW** in myLearning & The Sales Source > RFP Central!

We are excited to launch a new tool, IHG RFP, in Q2 2013. The new tool will replace iRFP and be used in the 2013-14 RFP Season. This is a best in class solution reflecting current industry standards and innovations. IHG RFP is required for Hotel Sales and Global Sales Teams to process RFPs for corporate managed travel Accounts. IHG RFP Training addresses both the key steps in the RFP process and the functionality of the RFP Tools – IHG RFP and Rate Strategy Tools, such as Wish Want Walk Rate Grid. The training provides an overview of how to execute the RFP process to win managed business travel Accounts and drive revenue to hotels. **Win the Right Business.**

Training Tools & Resources available:

- IHG RFP Hotel Training:
 - IHG RFP Training Modules 1-4: Property Set Up , Responding to RFPs, Negotiations, and Government RFPs
 - Available on Merlin > myLearning > By Course – Search Term: IHG RFP On Property Training
 - IHG RFP Training Handbook for Hotels: Merlin > The Sales Source > RFP Central
 - Business Cases in IHG RFP (Coming Soon)
- RFP Questions:: Contact the RFP Help Desk at rfpcommunications@ihg.com

Links to IHG RFP Training for Hotels

For Hotel / Hotel Operations & Hotel Performance Teams, please access the training via your regional LMS training system –Merlin > myLearning:

Americas :

- [IHG RFP On Property Training for AMER \(English\)](#)
- [IHG RFP On Property Training for AMER \(Spanish\)](#)
- [IHG RFP On Property Training for AMER \(Portuguese\)](#)
- [IHG RFP On Property Training for AMER \(Chinese\)](#)
- [IHG RFP On Property Training for AMER \(Japanese\)](#)

Asia Pacific:

- [IHG RFP On Property Training For APAC \(English\)](#)
- [IHG RFP On Property Training for APAC \(Spanish\)](#)
- [IHG RFP On Property Training for APAC \(Portuguese\)](#)
- [IHG RFP On Property Training for APAC \(Chinese\)](#)
- [IHG RFP On Property Training for APAC \(Japanese\)](#)

Europe, Middle East, and Africa:

- [IHG RFP On Property Training for EMEA \(English\)](#)
- [IHG RFP On Property Training for EMEA \(Spanish\)](#)
- [IHG RFP On Property Training for EMEA \(Portuguese\)](#)
- [IHG RFP On Property Training for EMEA \(Chinese\)](#)
- [IHG RFP On Property Training for EMEA \(Japanese\)](#)

How to access training in myLearning:

1. Go to your region and select the link
2. Log into Merlin using your network ID & password
3. Click the “Register” button in myLearning
4. Select “Launch Content”

Key Dates for the IHG RFP Tool:



- Now – May 13: Respond to all RFPs using iRFP
- April 5-30: Complete IHG RFP Training
- May 13: Soft launch of IHG RFP for early RFPs
- June: Business Case eLearning training available
- Late June: Launch new IHG RFP tool

More Information?

Merlin > The Sales Source > RFP Central
Merlin > Hotel Solutions > IHG RFP