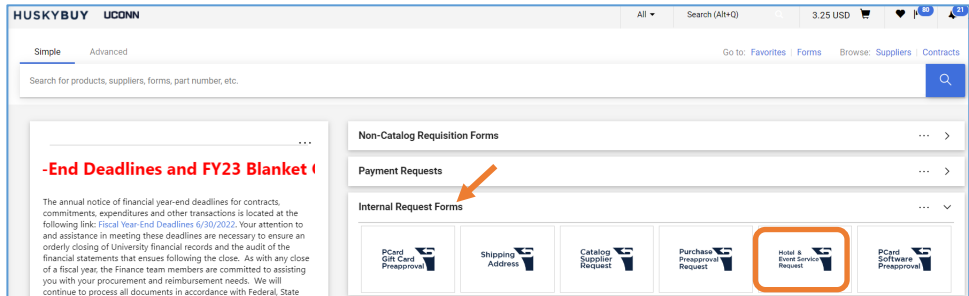
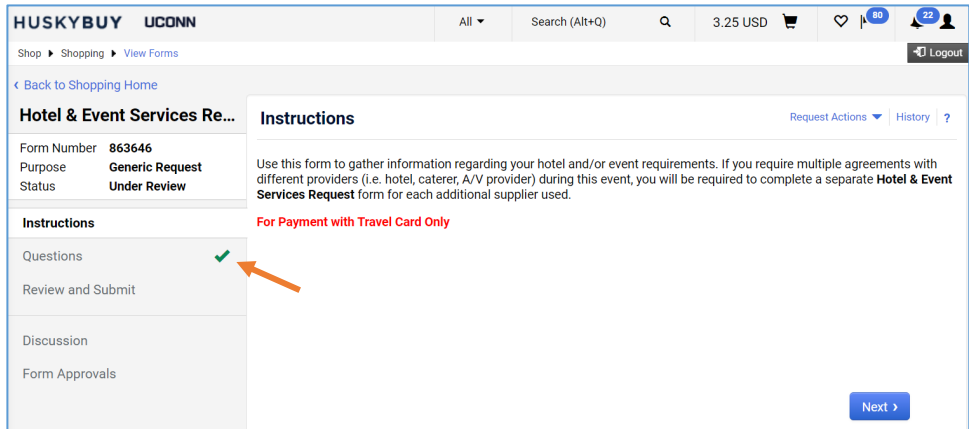
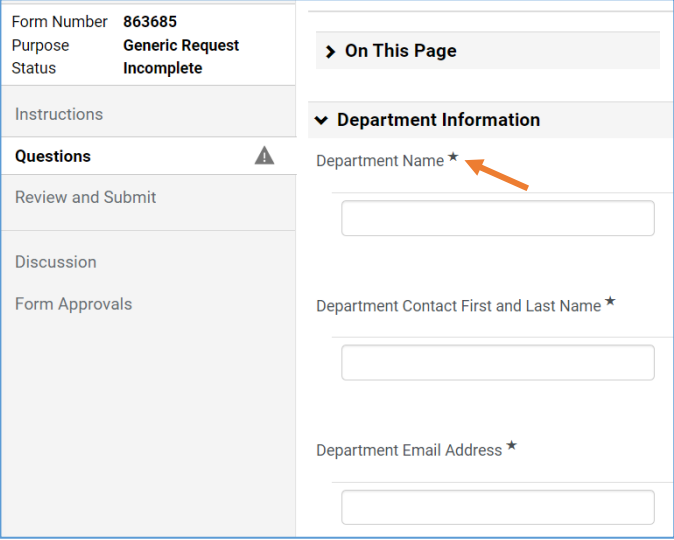
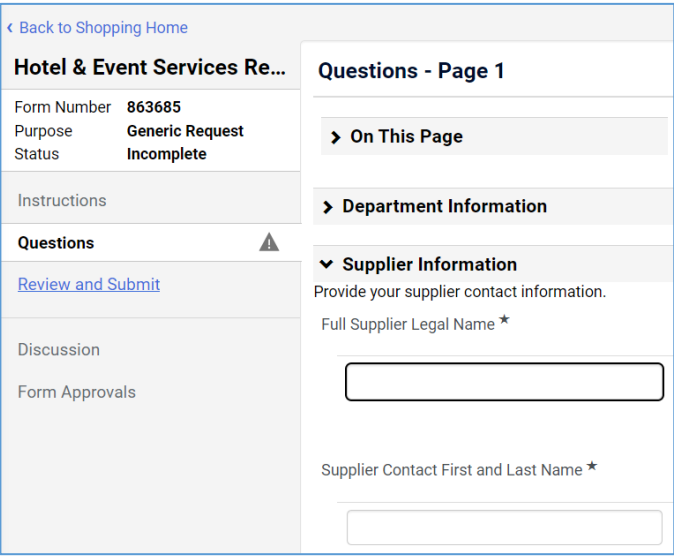
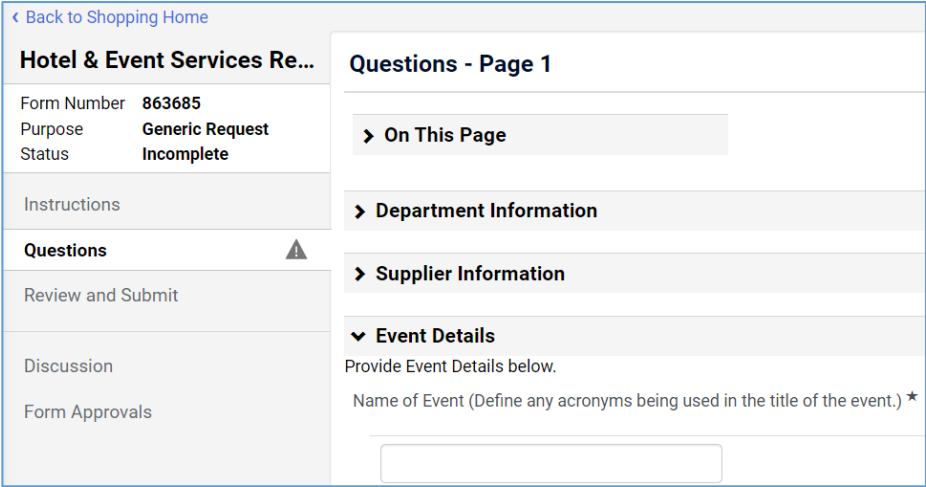


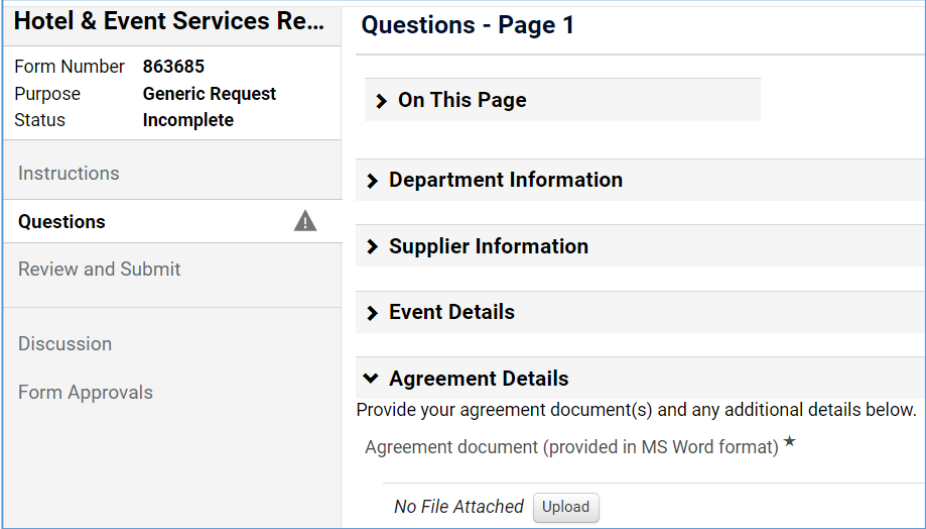
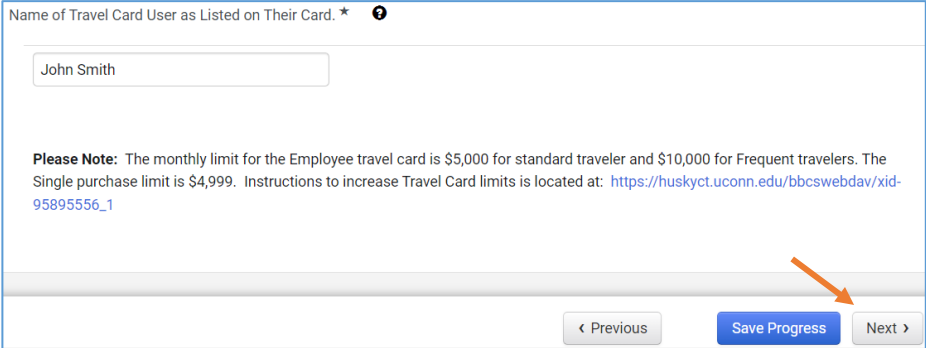
HUSKYBUY UCONN

Hotel & Events Services

Support
 (860) 486-2BUY (2289)
HuskyBuySupport@UConn.edu

Overview	This user-guide will assist you with the Hotel and Event Services Form	
	<p>Please note: Use this form to gather information regarding your hotel and/or event requirements. If you require multiple agreements with different providers (i.e. hotel, caterer, A/V provider) during this event, you will be required to complete a separate Hotel & Event Services Request form for each additional supplier used.</p> <p>For Payment with Travel Card Only</p>	
Before You Begin	<p>Please reach out to the appropriate Procurement team to discuss your event needs in advance.</p> <p>Please note: Agreements should be submitted a minimum of 4 weeks prior to the event (for large events/conferences, these should be planned months in advance).</p>	
Step	Action	Screenshot
1	<p>At the Shopping home page of HuskyBuy, find the Internal Request Forms.</p> <p>Click on the Hotel & Event Services Request form.</p>	
2	<p>Read the instructions carefully.</p> <p>Notice the sections on the left that will guide you through the form. The Questions section is the only one that has required fields. You will notice a green check when the section is done.</p> <p>You can click directly on the sections to navigate to them.</p> <p>Click Next > to continue.</p>	

1	<p>Department Information</p> <p>Provide the Full Name of the Department, First and Last Name of the point of contact and email address for Procurement and Contracting to reach out to with any questions/clarifications.</p> <p>Note: Fields with a star are required to complete before you can submit the form.</p>	
2	<p>Supplier Information</p> <p>Please note: The supplier will NOT have to register in HuskyBuy.</p> <p>Provide the required information for the Supplier.</p>	
3	<p>Event Details</p> <p>Provide the information required in this section.</p> <p>Items to note:</p> <ul style="list-style-type: none"> Do not use acronyms The event description should provide a clear reason as to what the supplier will provide An Event Agenda is required if faculty and/or staff will be attending An Attendee and Affiliation List is required if faculty and/or staff will be attending 	

4	<p>Agreement Details</p> <p>Several lines are provided for you to upload a Word version of the agreement(s) that are needed for this one event and one supplier.</p> <p>If you are contracting with another supplier for a part of the function (i.e. catering, A/V, etc.) then you will need to submit a separate request for that agreement.</p> <p>Please be sure you are reviewing the agreement in detail and answer the questions.</p>	
5	<p>If you have entered and/or answered all the required questions in the form, click Next at the bottom of the page on the right.</p>	
6	<p>Review and Submit</p> <p>When you have a green check mark that all required fields have been satisfied, you may click Submit.</p> <p>This will route to the appropriate team in Procurement for review.</p> <p>Questions may be asked in the Discussion section of the form. If your HuskyBuy notifications are turned on, you will receive this notification.</p>	