

## **HOW TO** ADD YOUR MEETING/EVENT SPACES TO YOUR LISTING?

## Every business profile within

discoverpuertorico.com has the option of adding a "MEETINGS" tab. This tab allows businesses with meetings and events space to share with site visitors, including meeting planners, a description of their spaces, an overview of their facilities, and their meeting and event rooms' dimensions. We encourage all businesses with meetings and events spaces to share this valuable information through this dedicated tab, which is especially important for meeting and event planners browsing through the <u>meeting venues</u> <u>directory.</u>

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La Concha	Renaissance Re	sort
OVERVIEW DETAILS	IEETINGS	
feet of outdoor ocean front ven Caribbean. AV-ready meeting s • Flat panel HD screens • Microphones and amplificatio • Resort-wide high-speed Intern • Free Wi-Fi and complete busir • Comfortable ergonomic chairs • Innovative lighting options an All events at La Concha are sup	n services net connections ness center support	Address La Concha Renaissance Resort 1077 Ashford Ave. Santurce Condado San Juan. PR. 00907 Contact (787) 721-7500 info@laconcharesort.com d by highly-
	plimentary Wi-Fi and meeting venues packed with eal spot for any upscale gathering, big or small, for	

## STEPS TO EDIT THE DETAILS TAB INFORMATION:

- 1. In the left-hand menu, click on "Profile."
- 2. In the pop-up menu that will appear, click on "Accounts."
- 3. Click on the green down arrow, that you'll find next to the name of the account that you wish to edit.

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- 5. Once you're in the "Update Facility" page, you'll be able to edit your space overview, description, and add or edit your "rooms."
- 6. To edit the fields that appear under "Standard Amenities," click on the blue "EDIT" button that you'll see on the left-hand corner of the page.
- 7. Once you're on the edit page for the "Standard Amenities," manually fill the available fields and the "Description" area. On this page, you're also able to add your floor plans, which we recommend adding in PDF format only.
- 8. Once you're done with your changes, click on the blue "SAVE" button that appears on the top left-hand corner of the page.

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₩ НОМЕ	Facility Det					
	RETURN Sections:	Standard Amen	7986			
	Standard Amenities Meeting Rooms	Number of Rooms Total Sq. Ft.	13 35,000			
PORTUNITIES		Largest Room Ceiling	5,576			
REPORTS		Theater Capacity Banquet Capacity				
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- 9. After you're back on the "Facility Details" page, scroll down to the bottom of the page where you have the option to add your rooms and their corresponding information.
- 10. Again, it's important that after you're done with your changes, you click on the blue "SAVE" button.

Pro Tip:

To ensure your business listing is filed under the applicable event venue categories, please visit the <u>meeting venues directory</u> and do a search for your business. If your listing does not appear, please contact us at website@discoverpuertorico.com with a request to add the corresponding subcategory to your venue

For any further questions or queries, please reach out to us at website@discoverpuertorico.com and our team will get back to you

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