

## Housing Services

408 Almaden Boulevard, San Jose, CA 95110 • 800-SAN-JOSE  
www.sanjose.org



### About Housing Services

Team San Jose is proud to offer Passkey as our exclusive online reservation system. Passkey is an efficient inventory management system perfect for groups of any size. The system allows for real time reservations to be made, for reports to be accessed at any time and allows information for multiple hotels to be displayed on a single page for your event website. Your designated Housing Manager will work with you to evaluate your housing needs, discuss any concerns you might have and to explore the endless Housing Services possibilities.

### Meeting planner benefits

- One point of contact to review and discuss overall inventory along with hotel blocks
- Customized housing form for large groups
- Proactive monitoring of inventory management
- VIP and exhibitor sub-block management
- Attrition management
- Customized booking links available for sub-blocks of companies
- Automated pickup reports on an available and reoccurring basis
- Access to Passkey dashboard, inventory and reports with a unique password
- Customized acknowledgements for all attendees with cutoff date and cancellation policies of each hotel property listed
- Post audit to capture outside bookings and maximize final pickup

### Online Booking Highlights

- Online real time booking system powered by Passkey
- Customized website with photo and color options
- Real time reporting accessible 24/7

### Attendee Benefits

- User-friendly online booking website and phone assistance for more of a personalized touch
- Reservation bookings, cancellations and modifications accessible online 24/7
- Professional On-site Housing Manager available during event times
- Knowledgeable Housing Manager to help guide attendees in finding the best accommodations to fit their needs

### Contact

To discuss how TSJ Housing Services can benefit your meeting or event, contact Housing Sales and Services Manager, Karla Gutierrez at [kgutierrez@sanjose.org](mailto:kgutierrez@sanjose.org) or 408-792-4192.