



## Guide for Meeting Planners

### How to earn *I Prefer* Planner Points

1. Join *I Prefer* Planner → [www.IPrefer.com/planner](http://www.IPrefer.com/planner)
  - a. If you're already an *I Prefer* member, you do not need to enroll again.
2. After your program consumes, request points via the following link. → [CLICK HERE](#)
  - a. You can earn 5 points for every \$1 USD spent on actualized room revenue, excluding tax.
  - b. Planners are eligible to earn a maximum of 500,000 *I Prefer* points (US\$100,000) per program.
  - c. Points can be award up to 6 months after consumption.
  - d. Remember to upload your final invoice or contract.
  - e. **Points are NOT automatically awarded.**
  - f. Please allow up to 30 business days for points to be posted on your *I Prefer* account.

### How to Redeem *I Prefer* Planner Points

1. Log into your *I Prefer* account → [www.IPrefer.com/planner](http://www.IPrefer.com/planner)
2. Click on "Redeem Points" and go through the step-by-step guide to redeem your points for cash-value *I Prefer* Rewards Certificate(s).
  - a. Redemption Increments:

Reward Certificate	Points required
US\$25	12,500
US\$50	25,000
US\$100	50,000
US\$250	125,000
US\$500	250,000

3. Rewards certificates will be delivered electronically
  - a. Rewards certificates can be used for free night stays at *I Prefer* participating hotels.
  - b. Restaurants and spa services will vary by hotels.

### How to use *I Prefer* Planner Rewards Certificate(s) at *I Prefer* participating hotels

1. Make a reservation via [www.IPrefer.com/planner](http://www.IPrefer.com/planner)
2. Upon check-in, let the front desk know that you will be using *I Prefer* Reward Certificate(s) for your stay.
3. Upon check-out, present and use your reward certificate(s) as payment
  - a. Change will not be given

### Questions?

Contact *I Prefer* Planner VIP desk via [IPreferPlanner@preferredhotels.com](mailto:IPreferPlanner@preferredhotels.com) and/or +1 844 874 4357.

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