By following these steps to book hotels for their colleagues, Travel Agents or Travel Arrangers can earn 10 points per 1 U.S. Dollar when they choose Radisson Hotel Group.

Their travelers who are members of Radisson Rewards can also earn points for their stay.

**STEP 1**

**SIGN IN** to your Radisson Rewards account.

Enter your destination in the booking search panel and it will take you to the booking page where you can select hotel and stay dates, and enter your corporate ID or IATA number (if applicable). The IATA number can already be included in the search panel under Selected rates - Travel agency ID.

**STEP 2**

Select a hotel in your traveler’s destination.

**STEP 3**

Select the desired room type/rate. Book a lower rate for your travelers who are enrolled in Radisson Rewards by choosing a Members Only Rate for their trip.

**STEP 4**

You are now at the checkout screen that summarizes the reservation. Click “Edit my information” to add your TRAVELER’S information. Include the traveler’s Radisson Rewards membership number if they are a member so they can earn points and benefits.

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**Radisson Blu Hotel, Frankfurt**

- Location: Theodor-Heuss-Allee 41, 60314 Frankfurt, Germany
- Room types:
  - Standard Room
  - Room Only
  - Non-refundable
  - Prepaid Members Only
  - Flexi Members Only

- Price:
  - Standard Room: EUR 183.00 per night
  - Room Only: EUR 183.00
  - Non-refundable: EUR 183.00
  - Prepaid Members Only: EUR 183.00
  - Flexi Members Only: EUR 183.00

- Additional features:
  - Free Wi-Fi
  - Breakfast
  - Gym

- Upgrade options:
  - Upgrade to a higher category
  - Additional amenities

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**Radisson Blu Hotel, Amsterdam**

- Location: Rembrandtplein 2, 1012 KN Amsterdam, Netherlands
- Room types:
  - Standard Room
  - Room Only
  - Non-refundable
  - Prepaid Members Only

- Price:
  - Standard Room: EUR 183.00 per night
  - Room Only: EUR 183.00
  - Non-refundable: EUR 183.00
  - Prepaid Members Only: EUR 183.00

- Additional features:
  - Free Wi-Fi
  - Gym

- Upgrade options:
  - Upgrade to a higher category
  - Additional amenities

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**Radisson Blu Hotel, Warsaw**

- Location: Dlugi Targ 5, 00-106 Warsaw, Poland
- Room types:
  - Standard Room
  - Room Only
  - Non-refundable
  - Prepaid Members Only

- Price:
  - Standard Room: EUR 183.00 per night
  - Room Only: EUR 183.00
  - Non-refundable: EUR 183.00
  - Prepaid Members Only: EUR 183.00

- Additional features:
  - Free Wi-Fi
  - Gym

- Upgrade options:
  - Upgrade to a higher category
  - Additional amenities

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**Radisson Blu Hotel, Berlin**

- Location: Postdamer Platz 1, 10785 Berlin, Germany
- Room types:
  - Standard Room
  - Room Only
  - Non-refundable
  - Prepaid Members Only

- Price:
  - Standard Room: EUR 183.00 per night
  - Room Only: EUR 183.00
  - Non-refundable: EUR 183.00
  - Prepaid Members Only: EUR 183.00

- Additional features:
  - Free Wi-Fi
  - Gym

- Upgrade options:
  - Upgrade to a higher category
  - Additional amenities

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**Radisson Blu Hotel, Oslo**

- Location: Akersgata 1, 0155 Oslo, Norway
- Room types:
  - Standard Room
  - Room Only
  - Non-refundable
  - Prepaid Members Only

- Price:
  - Standard Room: EUR 183.00 per night
  - Room Only: EUR 183.00
  - Non-refundable: EUR 183.00
  - Prepaid Members Only: EUR 183.00

- Additional features:
  - Free Wi-Fi
  - Gym

- Upgrade options:
  - Upgrade to a higher category
  - Additional amenities
STEP 5
In the “My details” section, click the drop down menu labeled “Booking for” – choose “another guest.”
This will allow you to add or edit the name, address, email address and Radisson Rewards membership number of the traveler.

STEP 6
Recap of the booking. The name you entered for “another guest” will be prepopulated in the Preferences section – review for accuracy.

STEP 7
Complete the booking by clicking the red “BOOK NOW” button.
Don’t forget to accept our privacy policy and booking terms.