



Hilton Worldwide - Clean Air Program

Setting Up Your Hotel's Quarterly Submission Template

April 2016



One Time Setup – Your Function Room Profile

HILTON WORLDWIDE

LIGHTSTAY CALCULATOR ENGINE
For Delphi - Single Property Edition (SPE)

Submission Date:
Submitted By:

Start with correct template e.g. SPE or MPE

Property Name	InnCode	Hotel's CO2 factor (kg/m2/hour)	Carbon Emission A - Meeting Space (in tons)	Carbon Emission B - Event Covers (in tons)	Total Carbon Emission (in tons)
DoubleTree by Hilton Alice Springs	ASPDA	0.01099929	0.006312371	1.889672	1.895984371

One Time Setup...

My Function Room	Space Probe (Meeting, Outlet or Public)	Floor Space in SQM for Meeting Space only
Adelphi Grill	Outlet	
Ambassador	Outlet	
Aquamarine Room	Meeting	100
Aquamarine Room 1	Meeting	100
Aquamarine Room 1+2	Meeting	100
Aquamarine Room 2	Meeting	100
Aquamarine Room 2+3	Meeting	100
Aquamarine Room 3	Meeting	100
Argyle Ballroom	Meeting	100
Balc 1+2+3	Outlet	

Info Only:
SUMMARY OF EVENT COVERS BY CATEGORY

Room Name	(All)
Booking Type	(All)
Event Type	(All)
Space Probe	Outlet
Duration (Day)	0

Sum of Guaranteed Atten	Event Category
	Break
Total	769

Setup Options - Hilton Adelaide

Event setups
Event types
Exhibitor price codes
Exhibitor quadrants
Exhibitor UDFs
Function room capacities
Function room groupings
Function rooms
Guestroom categories

Reports Close Help

Function Rooms - Hilton Adelaide

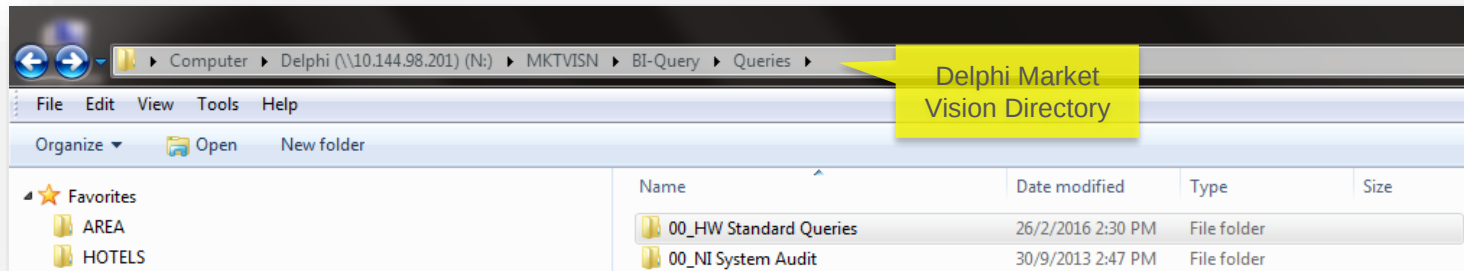
ID	Abbrev	Name	Length	Width	Height	Area	Rental	Type
Kitchen		Main Kitchen						Ind
George		The George						Comb
Level 1		Level 1						Comb
Ballroom		Grand Ballroom	5.90	660.00		4,500.00		Comb
Ball A		Ballroom A	5.90	220.00		1,500.00		Ind
Ball B		Ballroom B	5.90	220.00		1,500.00		Ind
Ball C		Ballroom C	5.90	220.00		1,500.00		Ind
Ball AB		Ballroom AB	5.90	440.00		3,000.00		Comb
Ball BC		Ballroom BC	5.90	440.00		3,000.00		Comb
L1 Gallery		L1 Gallery	2.97	990.00				Comb
Ball Gal		Ball Gallery						Ind
Ball Gal		Ball Gallery						Ind

New Indivisible Close Help

Setup Notes:

- [A] Enlist all registered function rooms as per in your Delphi Setup > Function Rooms [B] and this may include your outlets or public areas;
- Under the 'Space Probe' column in [A], label your function as 'meeting', 'outlet' or 'public';
- For 'meeting' rooms only, enter the room size under 'Floor Space' column in square metre (sqm).

One Time Setup – Install Delphi Market Vision Query



Setup Notes:

- Copy and paste given LightStay Delphi Market Vision Query into your local Delphi directory as shown above;
- You may paste into your preferred folder e.g. 00_HW Standard Queries as shown above or it can be in your Queries folder.

Program Support for Clean Air Program

For **Delphi/Quarterly Submission Template-related queries**, contact:

- ✓ Sen King Lim (SenKing.Lim@hilton.com)

For **sales/customer-related queries**, contact:

- ✓ your Regional Director of Sales, or
- ✓ Gareth Walters (Gareth.Walters1@hilton.com)