

ACCEPTED PRACTICES EXCHANGE

Hotel Site Profile Executive Summary

One-page snapshot of the hotel — identity, capacity, accessibility, and connectivity.

2026 EDITION • ALIGNED TO CMP INTERNATIONAL STANDARDS

CONTENTS

Executive Summary • One-Page Snapshot

Identity, capacity, transport, A/V, 2026 snapshot

Original Final Report of the APEX Site Profiles Panel approved June 2007 • 2026 Edition modernized for sustainability, accessibility, cybersecurity, and AI-enabled service capability.

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EXECUTIVE SUMMARY

Hotel Site — At a Glance

A one-page snapshot of the hotel's identity, capacity, accessibility, and connectivity. For full detail use the Hotel Site Full Profile.

PROFILE DETAILS

DATE PROFILE LAST UPDATED

PROFILE LAST UPDATED BY

FIRST NAME / INITIAL

MIDDLE NAME / INITIAL

SURNAME

JOB TITLE

EMPLOYER

FACILITY DETAILS

FACILITY NAME

MAILING ADDRESS

CITY

STATE / PROVINCE

ZIP / POSTAL CODE

COUNTRY

TELEPHONE (WITH COUNTRY & AREA CODES)

SALES OFFICE TELEPHONE

FAX (WITH COUNTRY & AREA CODES)

WEB SITE

AT-A-GLANCE METRICS

EMPLOYEES ORGANIZED FOR COLLECTIVE BARGAINING?

☐ Yes ☐ No

ON-SITE BUSINESS CENTER?

☐ Yes ☐ No

MANDATORY SERVICE FEES / GRATUITIES?

☐ Yes ☐ No

RESTAURANTS ON-SITE

CUISINE TYPES

MEETING ROOM SPACE

TOTAL MEETING SPACE (SQ FT / SQ M)	# MEETING ROOMS
LARGEST CAPACITY (THEATER)	SMALLEST CAPACITY (THEATER)
SIZE OF LARGEST MEETING ROOM / BALLROOM	TOTAL EXHIBIT HALL SPACE (SQ FT / SQ M)

GUEST ROOMS

TOTAL GUEST ROOMS	COMMITTABLE GUEST ROOMS	ACCESSIBLE ROOMS (ADA)
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TRANSPORTATION

NEAREST AIRPORT	AIRPORT CODE	DISTANCE FROM FACILITY (MILES & KM)
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AUDIO / VISUAL & INTERNET

A/V SERVICES PROVIDED IN-HOUSE?

☐ Yes ☐ No

INTERNET ACCESS IN FUNCTION SPACE (MULTI)

☐ None ☐ Cable / DSL ☐ Dedicated fiber ☐ Wireless / Wi-Fi

INTERNET ACCESS IN GUEST ROOMS (MULTI)

☐ None ☐ Cable / DSL ☐ Dedicated fiber ☐ Wireless / Wi-Fi

2026 MODERNIZATION — T-1 line removed as standalone option.

2026 SNAPSHOT

SUSTAINABILITY CERTIFICATION

☐ EIC SES — Bronze/Silver/Gold/Platinum ☐ ISO 20121 ☐ LEED ☐ Green Key ☐ None

ACCESSIBILITY BEYOND COMPLIANCE

☐ Sensory rooms ☐ Hearing-loop ☐ Tactile wayfinding ☐ Service-animal relief area

CYBERSECURITY POSTURE

☐ SOC 2 ☐ ISO 27001 ☐ PCI-DSS ☐ Documented IR plan

AI-ENABLED SERVICES

☐ AI summaries ☐ Live captioning ☐ AI matchmaking ☐ On-demand publishing

