

# Your Hotel = Your Headquarters on The Road

*Hotels are evolving to better serve small business travelers. Look to your hotel as your partner. Whether you're local or on the road, think of your hotel as an extension of your headquarters - there to serve your needs.*



Grab coffee or  
breakfast



Use work space in the lobby to  
prep for the day



Hold a working lunch  
with a colleague



Secure a meeting room for a  
team strategy session



Find quiet space in the lobby  
to catch up on voicemails



Reserve a conference room to  
plan for the client meeting

*Tip: Consider your hometown  
hotel for this too.*



Entertain a prospect



Relax with a workout or walk  
the local neighborhood



Check in with the home  
team. Sleep well.

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*Your team on the road. Get more tips and tools online.*