



HOTEL OPERATIONS SUMMIT INDIA

www.HOSIconference.com

Email: HOSI@hotelivate.com; steffi@hotelivate.com

MakeMyTrip - HOSI General Manager of The Year Awards 2020 Nomination Form

To nominate yourself for the ‘General Manager of the Year’ award, please complete this form and return it to us via email to HOSI@hotelivate.com; steffi@hotelivate.com. Upon receipt of your nomination, a letter of confirmation will be sent to you via email.

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|---|-------------------------|-------------------------------|------------------|
| Name of the nominee | | | |
| Email address of nominee | | Mobile number of nominee | |
| Name of the property | | | |
| Luxury | Upper Upscale / Upscale | Upper Mid Market / Mid Market | Budget / Economy |
| Number of rooms | | Number of employees | |
| Duration in current role (in years) | | | |
| Duration in current property (in years) | | | |

A. OPERATIONAL STATISTICS

Please provide operational details pertaining to the property. Incomplete entries may be disqualified.

| | Operational statistics | Subject Hotel | Comp 1 | Comp 2 | Comp 3 | Comp 4 |
|---|------------------------------|------------------------------|--------|------------------------------|--------|--------|
| Hotel performance statistics under the leadership of the nominee, as compared to the competitive set for the period of January 2019-December 2019 (Please identify each hotel in the competitive set. Please attach additional sheet, should there be more than four hotels in your competitive set) | Occupancy (%) | | | | | |
| | ADR (Rs.) | | | | | |
| | RevPAR (Rs.) | | | | | |
| | Operating Ratios | January 2019 – December 2019 | | January 2018 – December 2018 | | |
| Provide operating ratios for your hotel, for the calendar years 2018 and 2019, as indicated | Gross Operating Profit (Rs.) | | | | | |
| | Gross Operating Profit % | | | | | |
| | Net Income (Rs.) | | | | | |
| | Net Income % | | | | | |
| | F&B Revenue (Rs.) | | | | | |
| | Rooms Revenue (Rs.) | | | | | |
| | Total Banquet Space | | | | | |

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|---|--|
| <p>Describe any initiative/s that has been implemented between January 2019-December 2019, and provide information as to how this has led to cost savings due to the implementation.</p> <p>(Please provide or attach supporting data, if required)</p> | |
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| | |
| <p>Provide examples of strategies designed and executed by the nominee that has led to significant increase in revenue.</p> <p>(Please support with facts and data demonstrating the % increase in revenue)</p> | |
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| | |
| <p>Guest satisfaction score in your hotel for the period, January 2019-December 2019</p> | |

B. PEOPLE STATISTICS

Please provide details pertaining to HR and Training aspects in your hotel. Incomplete entries may be disqualified.

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| <p>Provide examples of any HR initiative executed by you which have led to retention of manpower.</p> <p>(Please provide or attach supporting data, if required)</p> | |
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| <p>Provide data on the number of trainings conducted across levels for the hotel employees leading to significant impact on overall productivity</p> | |
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| <p>Provide example of any employee engagement activity implemented by you and its immediate impact on employee motivation and workplace effectiveness</p> <p>(Please provide or attach supporting data, if required)</p> | |
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C. SPECIAL INITIATIVES DURING COVID 19

Please provide details of any special initiative conceptualized, spearheaded and implemented by the nominee to mitigate any operational and/or Human Resource related exigencies, risen due to Covid 19 Pandemic during the period March 2020 – May 2020 .

Incase the nominee has been recently transferred (post 1st February 2020), s/he can list the special initiatives as implemented in their current property.

D. FEEDBACK FROM THE OWNING COMPANY ON THE NOMINATED GENERAL MANAGER'S PERFORMANCE IN THE YEAR 2019

Please provide written feedback directly, either as an email attachment or on the letter head from the owning company, relevant to the nomination and supporting the citation.

E. FEEDBACK FROM THE MANAGEMENT COMPANY ON THE NOMINATED GENERAL MANAGER'S PERFORMANCE IN THE YEAR 2019

Please provide written feedback directly, either as an email attachment or on the letter head from the management company, relevant to the nomination and supporting the citation.

F. PLEASE PROVIDE DETAILED RESUME OF THE NOMINEE

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ELIGIBILITY CRITERIA FOR THE NOMINATION

- The award for the 'General Manager of the Year' will be rewarded to an individual who has displayed measurable results in three main categories:
 - **Operational Strengths**
 - **People Skills**
 - **Special Initiatives during Covid 19**

- The nominated General Manager should have completed a minimum of 12 months in the current role and hotel, as on 1st January 2020, and should have been with the operating company for a minimum of 24 months. Any General Manager who fulfills this criterion but has recently been transferred (not before 1st February 2020) would also be eligible to be nominated for his/her contributions in the previous hotel.

- The nomination will be judged based on complete citations supported by examples, facts and supporting documents provided by the nominee.

SELECTION PROCESS

- All completed and eligible nomination forms will be assessed on the basis of quantifiable information provided by the nominee, and scores will be allocated as under:
 - **Operational Strengths – has been allocated 50% weightage in the overall scoring board**
 - **People Skills – has been allocated 40% weightage in the overall scoring board**
 - **Special Initiatives - has been allocated 10% weightage in the overall scoring board**

- The shortlisting process will then include assigning of scores based on available information provided in this nomination form. A final weighted average score will be derived to identify the top four scoring nominees across each hotel segment. Please note that Hotelivate has the ability to verify the authenticity of all data provided using market information and analytics knowledge.

- The shortlisted nominees will then be a part of an in-person discussion with the independent jury.

- The jury will then select the winner across each hotel category.

- The top two finalists across categories will be required to be present virtually for the conference.

IMPORTANT DATES

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|---|--------------------------|
| Last date for receiving the nominations | 20 August 2020 |
| Announcement of the final results | 11 September 2020 |

Extra pages may be attached separately in the form of supporting documents, wherever required.

Note:

The judging panel reserves the right to move a nominee to a different category, if deemed necessary. The concerned person will be informed about the change subsequently.

The short-listing of the nominees will be done by an independent panel. The organizers reserve the right to disqualify any nomination. The decision of the panel in this regard will be final.