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The on-line learning program by Destination Ventures is not only a web page, but also a *Learning Content Management System*, which is totally interactive.

### **STEPS TO FOLLOW TO CREATE YOUR LESSON**

Destination Ventures must receive the information and materials required based on the following technical specifications:

#### ***I. SUPPORTING TEXT***

Descriptive text of the hotel in a Microsoft Word document which should contain the following:

A. Total of up to 1,000 words per hotel including:

1. **Welcome and general information about the hotel:** 250 words about your hotel, year when it was built, awards and prizes or recognition obtained, customer profile, recent renovations or additions.
2. **Rooms:** 200 words in total about your hotel rooms (Standard and suites)
3. **Restaurants/Food & Beverage:** 150 words about various food and beverage options at the hotel, meal plan, room service, etc.
4. **Amenities and Services:** 200 words about your spa, beach, pools, etc., which make your hotel SPECIAL and different from others.
5. **Special Programs for Travel Agents:** 200 words about how you work with travel agents, special incentive or reward plans. Why your HOTEL is unique for them to sell.

B. Factsheet in a PDF file (may be full color and with several pages in size)

C. Brochures in PDF format

***All the information required should be delivered in ENGLISH (without any mistakes and the text must read EXACTLY as you would like it to be Published and using language addressing the TRAVEL AGENTS and NOT the customers; ie: ...your client can visit our spa...)***

***NOTE:*** From your lesson, we may have hyperlinks with your web page in order to obtain more detailed information (ie: do not list your spa treatments individually, instead, we can do a "Click here to check Spa treatments", and we will insert the hyperlink within the lesson).

In order to review a graphic example, you may go to [www.dv.coursehost.com](http://www.dv.coursehost.com) and look for **Sample Courses**.



## II. VISUAL SUPPORT MATERIAL:

- 30-40 photos showing all hotel amenities, in .JPG 300 DPI (dots per inch) format; for your information, a typical computer screen has 72 DPIs
- Maximum 1 megabyte per photo
- Maps: High resolution in a .GIF file
- Charts/Graphs in .GIF
- Company's web page (Internet address); we can do a hyperlink to this address to see 360° virtual tours (if available)
- Company logo in .JPG

Please make sure all photos contain the name of the location or description of place it refers to ie: "Restaurant Las Palomas", "Bar ....", "Master Suite", etc...

All previous information should be forwarded by to:

**Greg Custer , Destination Ventures Ltd., 30 SW Taft Av., Bend, OR. 97702, U.S.A., Tel: 541 385 4923 Fax: 541 385 4908** specifying the name of your hotel and destination where it is located, for our review and approval.

The above should be saved In a CD that clearly indicates date of production, hotel name and location for its review and approval. Please advise us via e.mail at [greg@destinationventures.com](mailto:greg@destinationventures.com) copying [toni@destinationventures.com](mailto:toni@destinationventures.com), as and when you have sent this information.

- Once received and reviewed all texts and visual support elements, Destination Ventures will begin to structure the course.
- Estimated delivery time for lesson ready to run is 14 working days from the date all materials have been approved by Destination Ventures. This approval will be sent to you via e.mail to the attention of the person designated as the liaison for this project.
- A person from our staff in Oregon will contact you to review the lesson once completed, in order to show you how it works, its contents, access capabilities to prepare reports, etc.

**Note:** In order to process all material, we should receive full payment via check to the order of **Destination Ventures Ltd.**, at the above mentioned address, or through a bank transfer.

Wire Transfers:

Bank Name: US Bank  
ABA# 123000220 102 NW Oregon Avenue  
Account # 153660363455 Bend, OR 97701  
Contact: Brandon Barns/Branch Manager (541) 388 3434  
Swift: USBKUS44IMT

We will require your written confirmation via e.mail at [toni@destinationventures.com](mailto:toni@destinationventures.com) requesting your lesson production, specifying: Hotel Name, Location, Contact Name, Full Company name, (if Mexican Company, we should have the correct "Razón Social" and RFC to be invoiced, Full invoicing address, Tel. Fax. and e.mail address.