



# SpeedRFP Integration Guide

## Cvent's Proposal Response System

**Value Drivers:** *Group Bookings | Event Bookings | Room Bookings*

**Product Tiers:** *SalesHub Starter | SalesHub Pro*

---

## Overview

Stand out in the RFP process by embedding immersive virtual tours directly into your SpeedRFP listing or proposal responses. With **SalesHub Starter** or **Pro**, you can visually showcase your meeting spaces, ballrooms, and event-ready amenities—helping planners make faster, more confident decisions and reducing the need for follow-up site tours.

### Benefits:

- **Elevate Group Proposals:** Enhance your SpeedRFP listing with immersive virtual tours that immediately capture planner attention and showcase your meeting spaces in vivid detail.
  - **Provide Visual Clarity:** Help planners understand layout, flow, and scale instantly—removing uncertainty and building trust in your venue's fit for their event.
  - **Stand Out from Competing Bids:** Immersive, media-rich proposals make your property more memorable and emotionally resonant, helping you rise above the competition.
  - **Reduce Shopping Around:** When planners can clearly see how your venue fits their vision, they're less likely to keep searching—accelerating decision-making.
  - **Drive Group Bookings:** Stronger engagement and fewer questions upfront lead to faster follow-ups, more inquiries, and a greater chance of securing the booking.
-



# Step-by-Step: Creating Your Proposal Link

## Step 1: Create the Experience

Use **SalesHub Pro** to:

- Create a multi-asset experience that aligns with the spaces featured on your Events page:
  - Meeting & Event Spaces
  - Focus on 360s, 3D Models & CGI setups
- Customize asset arrangements to match your narrative or key selling points
- Title the Experience ***Distribution - Speed RFP - Meeting Space Virtual Tour***
- Open Experience settings to turn off the Property Info Card & Digital Business Card, then lock the Experience

Use **SalesHub Starter** or **TrueTour** to:

- Choose one immersive asset
  - Typically your most comprehensive 3D model of the connected meeting space

## Step 2: Copy Your Link(s)

For Experience Links:

- Click the **Share** icon on the Experience
- Click **Copy**

For Single Assets:

- Open the specific asset modal in your asset library
- Click the drop down arrow next to **Channel Distribution**
- Click the **Copy** button next to **Link**

## Step 3: Embed on Your Cvent Listing

- Login to your Cvent profile
- Click **Venue** from the top navigation bar
- Click **Documents** from the left menu
- Click **Add**
- Click **Document Link**
- Enter in the following information:
  - **Name:** Best practice to format the name as: ***Space Name - Virtual Tour***
  - **URL:** Paste your experience link
  - **File Category:** Select Floor Plan File Category
- **Important Step for SpeedRFP:** Check the following boxes under Proposal Settings and Visibility Settings



- Make this document available in proposals created for this venue
  - Display in the Cvent Supplier Network
- Click **Save**

---

## Experience Settings Configuration

Apply these settings to your **SalesHub Pro** experiences in app:

Settings	Recommended Status
Menus	Hidden
Property Info Card	Disabled
Digital Business Card	Disabled

*\*Experience settings can be accessed by clicking the Settings Icon to the left of your experience title.*

---

## Recommended Content Types

Content Type	Why It Works
Enhanced 3D Models	Let planners “walk through” the meeting space
360° Photos	Offer a highly realistic, detailed view of spaces
CGI Setups	Visualize event layouts without having to stage your room during the photoshoot
Documents	Include relevant banquet menus or meeting planner documents to better inform prospective customers

These formats help planners visualize experiences clearly and confidently.

---



## Placement Best Practices

- Whenever possible, use a pop-up modal to keep the user on your website. This ensures a faster, smoother experience
  - Avoid opening new tabs or embedding the experience directly on the page, as these methods can slow down load times and disrupt the flow of engagement
  - Use consistent CTAs ("Take a Virtual Tour") to indicate interactivity
- 

## Make Sure Your Virtual Tours Work Seamlessly

To ensure your platform content loads quickly and works smoothly on your website, we recommend sharing a quick list of approved web domains with your IT team. This helps make sure your virtual tours, booking links, and interactive experiences display the way they're intended—without being blocked or slowed down by network filters.

One key domain to include is <https://visitme.co>, which powers many of your tour links.

You can find the full list of recommended domains to allow [here](#).

---

## Need Help?

If you're unsure which assets to include, or how to generate your experience link, contact your Customer Success Manager.