



# HOTELS FOR TRIAL

NO COST SOURCING & NEGOTIATING • SAVE TIME AND MONEY

**Case study of a New York City trial that extended three times for a total of 13 weeks past the initial contracted dates.**

**Executive Summary:** Through our sourcing, vetting and negotiating processes, we saved our firm client \$10,000 a week on their trial team stay in 2019. We spent over 20 hours on this process and partnered with the lead paralegal on the case to ensure the team was set up for success.

Total Money Savings of \$170,000 over the 17-week trial

Total Time Savings of 25 hours (5 spent on extension agreements)

**About the Subject:** Top AMLAW 100 Litigation Firm

**Background and Objectives:** Traditionally this trial team had asked their Lead Paralegal to handle all hotel arrangements, including the time-consuming tasks of reaching out to hotels, gathering and summarizing data and going back and forth on negotiations. The team's goal was to find suitable accommodations that offered a high level of service, good value, close location to the courthouse and flexible contracting terms.

**How Hotels for Trial Helped:** By partnering with us, the team was able to find the perfect hotel, while saving time and money in the process. The Lead Paralegal was able to use the additional time to focus on the matter and work

that only she could do. Our advisors advocated for the team throughout the stay and we handled service issues, date extensions and any questions that came up.

**Process:** We always source at least 4 qualified hotels for every trial stay to obtain a cross section of rates, suite options and the hotel's ability to provide adequate internet needs at a reasonable price. The firm had two hotel preferences and then we added in two other hotels as alternative options. For this particular case, we began reaching out only 1 month before the check in date, which could have proven difficult. Having relationships with Sales Managers at each of the hotels, immediately helps our clients to obtain the best offers and availability.

#### Timeline:

January 2<sup>nd</sup> - Contact four partner hotels

January 7<sup>th</sup> - Initial offers vetted, summarized and sent to client

January 9<sup>th</sup>-14<sup>th</sup> - Continued negotiations, back and forth on details of the offers

January 15<sup>th</sup> - Final Pre-Trial Conference

January 16<sup>th</sup> - Request for Contract

January 17<sup>th</sup> - Contract Signed

January 21<sup>st</sup> - First Room Checks in

February 18<sup>th</sup> - First Extension of the Contract

March 23<sup>rd</sup> - Second Extension of the Contract

April 30<sup>th</sup> - Third and Final Extension of the Contract

May 25<sup>th</sup> - Trial ends and guest rooms check out

**Results:** Through our relationships and negotiations, we were able to maintain the firm's original rooms, suites and war room set up even though the hotel had sold out dates during the extension. We took away any stress and angst regarding the hotel accommodations and allowed the team to remain focused on the case. Over the course of the 17 weeks, the firm and their client realized over \$170,000 in savings from our work.

The Lead Paralegal had this to say after the trial – “ Thank you so much for your help. I don’t know how we would have gotten through this without you. You can be sure I will be calling you for our next trial.”

The Lead Partner on the case has become a loyal client and has partnered with Hotels for Trial for future trials.

Experience our partnership firsthand and you will never go back to the old way of planning trial travel. Email us at [info@hotelsfortrial.com](mailto:info@hotelsfortrial.com)