

OPERATIONAL MEMO

Memo #	OM 146
Title	Hotel Booking process for disrupted flights
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Reason for Issue

This a reminder of the required actions for Ground Crew to take when booking hotel rooms with TA Connections for disrupted flights.

Details

All Ground Crew must remember that TA Connections should be advised if rooms are no longer required as they can either stop the room booking process or contact the hotel(s) to release any rooms booked in excess.

For further information please review GHM Guidance Material on the Connected Portal :

<https://connected.easyjet.com/shell#//doc//document/802986689>