



November 2018

## How to list your property at AccessibleTravel.Online

1. Fill out the form – via the shared link
2. Send photos via wetransfer.com

Required photos (max. 10)

The following items are mandatory to complete your listing on ATO:

the hotel entrance | the accessible room | disabled parking space | the accessible bathroom / shower | the restaurant | the check-in counter at the reception

After approval:

3. Share detailed text info on (the surroundings of) the hotel and other info you want us to share at AccessibleTravel.Online via the ATO Office
4. Sign contract
5. Invoice listing fee
6. Schedule and complete a HotelCheck or a Quicksan within 90 days
7. Social media manager will contact you to promote your listing via ATO social media

### **Promotion**

Once your hotel is listed, it will be promoted throughout the year on a regular basis via the social media of ATO. Currently we reach 30,000+ followers monthly.

If you have any questions on registration or finalizing your listing please contact the ATO Office at [info@accessibletravel.online](mailto:info@accessibletravel.online).