



## FRONT OFFICE COMPETITION

### Competition details

#### OBJECTIVE

Demonstrate (verbally and non-verbally) skills for daily front office operations, reflecting encounters with in house guests and future guests.

#### TEAM & LANGUAGE

##### Teams:

Teams will consist of two students from different schools and countries. The head judge assigns teams, prior to the competition, based on a blind drawing, following the AEHT competition rules.

It may occur that one or more teams will consists of 2+ members, in the following cases:

- the final number of candidates is unpaired;
- disqualification of one of the competitors;
- competitors last minute cancellations (no show).

The head judge announces final teams' structure at the briefing.

Competing students should wear their professional/school uniforms and use professional verbal and non-verbal communication at all times.

##### Language

English language (oral and written) is the official language of the competition and B2 (according to the EQF) is the minimum level of English expected.

#### BEFORE THE COMPETITION

By end of June 2023 documents about the case study destination and case study hotel will be made available via AEHT competition platform.

#### DAY OF THE BRIEFING

Briefing is typically held a day (later afternoon or evening time) before the competition. Briefing includes the following activities:

1. Presentation of the competition protocol.
2. Presentation of the competition schedule.
3. Introduction of the Judging panel.
4. General knowledge test
5. Questions and Answers about the competition.

#### GENERAL KNOWLEDGE TEST

##### **The aim of the General knowledge test is:**

1. demonstrate the students' ability to work in teams,
2. demonstrate team members English proficiency and
3. demonstrate general knowledge of the Case study hotel (TBA), destination Vilnius and rules & practices specific to the Hotel front office operations.

General knowledge test comprises of 20 questions using different question/answer format (e.g. true/false, pick the right answer, essay type answer). The test score has an impact on the final



competition scores only if the team scores  $\leq 90\%$  scores at the test. In this case, team is assigned additional 5 points to their scores at the competition.

## DAY OF THE COMPETITION

### Schedule

TIME	ACTIVITY	ATTENDEES
<b>November 7<sup>th</sup></b>		
17.00 – 18.00	Briefing	Admitted competitors
18.00 – 19.00	General knowledge test	Admitted competitors
18.00 – 19.00	Case study site inspection	Admitted competitors
<b>November 8<sup>th</sup></b>		
9.00 – 12.00	Competition	Group 1
13.00 – 16.00	Competition	Group 2
<b>November 9<sup>th</sup></b>		
9.00 – 12.00	Competition	Group 3
13.00 – 16.00	Competition	Group 4

All registered students must attend Masterclasses organized during the conference.

On the day of the competition (between 8.00 and 9. AM), competing students pick up their name badge in the competition room.

## COMPETITION TASKS

Competition consists of two sections and pertains to the case study hotel (TBA) and case study destination (Vilnius).

1. Section 1: includes drawing a specific situation (task) and preparation of students for the competition (2 minutes).
2. Section 2: competition.
  - a. General impression task where students demonstrate activities of the front office staff involving handling inquiry from either a hotel houseguest or a “walk in person”.
  - b. Email task includes a professional e-mail reply on a booking inquiry.
  - c. Phone task includes handling an inquiry from a hotel guest via phone.
  - d. FO operations task includes handling an inquiry/situation with the hotel guest, performed by a professional actor familiar with the case study hotel.

Please note, that the team may use less than 2 minutes for the preparation, but this does not mean that a team receives additional time for any of the competing tasks. Therefore, maximum available time for all four tasks is 18 minutes. The team announces when they wish to start the competition, but no later than 2 minutes after they entered the competition room.

All tasks pertain to destination Vilnius (case study destination) and the case study hotel (TBA). Study materials with essential information about the case study hotel and destination will be available by end of June 2023, on AEHT website. Competitors should prepare for the assignments using study materials provided as well as other information sources recommended in the Study materials.



36<sup>th</sup> AEHT ANNUAL CONFERENCE & COMPETITIONS  
6<sup>th</sup> – 11<sup>th</sup> 2023  
Vilnius, Lithuania



## **JUDGING PANNEL**

To be announced at the Briefing.

## **IMPORTANT NOTES**

1. During and immediately after the general knowledge test (on the day of the briefing), team members have the opportunity to express further doubts regarding their team member knowledge of English language. If there is serious doubt in English proficiency of the assigned team member/s, the team should report this to the Head Judge immediately. Complaints about language problems will not be accepted after the general knowledge test.
2. Judging panel will assess teams according to professionalism, work skills, social skills, interpersonal skills (teamwork) and first impression (student's tidiness, professional appearance, etc.).
3. All rules and regulations must be adhered, including the General AEHT Competition Rules, as well as the AEHT House rules. All potential rule breaks should be reported to the head judge latest by the end of the Briefing.
4. Photographing, filming or recording the competition is strictly forbidden. Photos/videos of the teams are allowed only after team finished the competition. In line with general consent form, competitions may be recorded and materials collected for promotional and educational purposes within the AEHT network.
5. Only competitors' mentors are allowed to leave the competition room after their team finished the task, all other attendees (including all competitors who already completed their tasks) must stay until the break.
6. Rules allow fair play and equal opportunities for all competitors; therefore, we feel strongly about adhering to the rules.