

My Special Invites, under **My Events** on the [Virtuoso Events site](#), allows an event attendee to host a reservation as well as table guests to manage invitations to reservations. This document focuses on how a dinner table host manages a reservation.

To manage a table reservation at a special occasion:

1. An active Virtuoso login
2. A completed registration for the event
3. To be attending the special occasion agenda session
4. Virtuoso Staff to associate your completed registration to your table reservation

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Basics

Where does My Special Invites live?

Under **My Events** on the Virtuoso Events website at:

<http://virtuosomeetings.virtuoso.com/MyProfile/MySpecialInvites.aspx>

Who can access My Special Invites?

Anyone with an active Virtuoso.com login and a completed registration for the event, e.g. 2023 Virtuoso Travel Week

When will My Special Invites be available?

Once registration is open for the special occasion

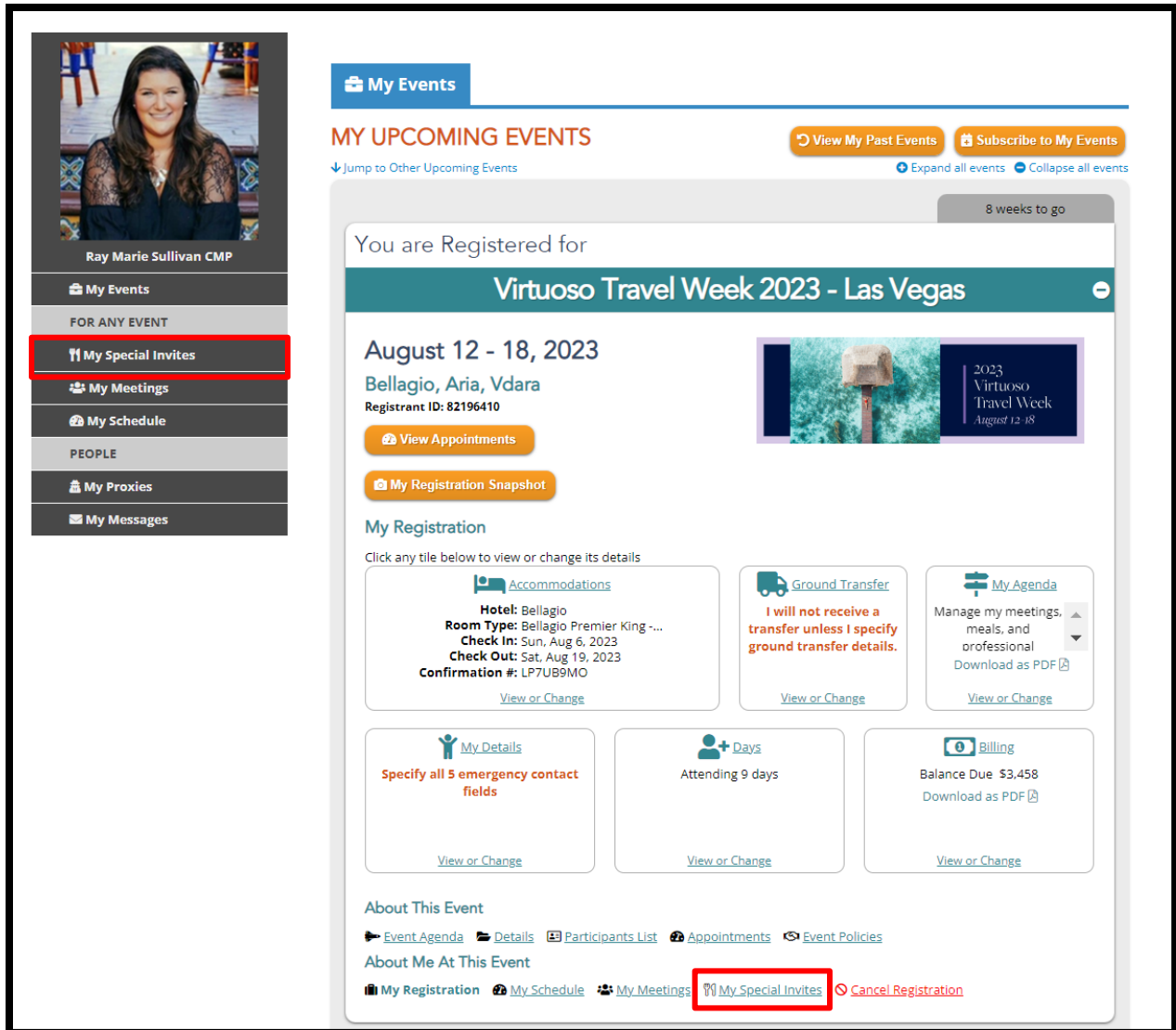
What browsers and mobile devices is My Special Invites supported on?

Chrome, Firefox, Microsoft Edge, Safari, and mobile devices, such as tablets and phones

My Special Invites

After logging in, you can view your special occasion information.

In the top right-corner, click the knife-and-fork icon  to go directly to **My Special Invites**. If you are in another section of *My Events*, you can also click **My Special Invites** in the left-side navigation.



The screenshot displays the user's profile and event registration details. On the left, a navigation menu includes 'My Events', 'FOR ANY EVENT', 'My Special Invites' (highlighted with a red box), 'My Meetings', 'My Schedule', 'PEOPLE', 'My Proxies', and 'My Messages'. The main content area shows the event 'Virtuoso Travel Week 2023 - Las Vegas' from August 12-18, 2023, at Bellagio, Aria, and Vdara. It provides options to view appointments and registration snapshots. Under 'My Registration', there are tiles for Accommodations (Hotel: Bellagio, Room Type: Bellagio Premier King...), Ground Transfer (warning: I will not receive a transfer unless I specify ground transfer details.), My Agenda, My Details (Specify all 5 emergency contact fields), Days (Attending 9 days), and Billing (Balance Due \$3,458). At the bottom, 'About This Event' and 'About Me At This Event' sections are visible, with 'My Special Invites' highlighted in a red box in the latter.

If you have access to a special occasion, then it will appear on **My Special Invites**. The tiles are color-coded.

If the special occasion name is in **bright orange**, then you have a confirmed seat but you are not associated with any reservation. From here, you can either...

1. Create your own reservation and invite people to sit with you. A reservation only guarantees who you sit with. You can have anywhere between 2-10 people (including you as the host) in your reservation. A reservation does not guarantee you a full table unless you have a reservation with 10 people. Should your reservation have less than 10 people assigned to it after the deadline, Virtuoso will automatically fill the remaining seats.
2. You can just keep your confirmed seat without being associated with any reservation. Virtuoso Events will automatically assign you to a table where you can meet new friends and enjoy the evening.
3. You can wait to be invited to reservations created by others who are also confirmed to attend the special occasion.

The screenshot shows the 'My Special Invites' page for the event 'VIRTUOSO TRAVEL WEEK 2023 - LAS VEGAS'. The event title is highlighted in bright orange. Below the title, it states 'You are attending' and provides details for the 'Cocktail Reception and Gala Celebration of Luminaries, Legends, and Leaders sponsored by Discover Puerto Rico & The Red Sea Destination' on August 17, 2023, from 6:30 pm to 10:00 pm at the Bellagio - Grand Ballroom. A 'Managed by' box lists 'Gala Admin' with the email 'events@virtuoso.com'. A warning message states: 'This is a capacity controlled event. Due to the high demand of this event, requesting to attend doesn't guarantee attendance. All guests will be waitlisted for this event. Virtuoso will confirm attendance to Gala by June 15. You are attending Cocktail Reception and Gala Celebration of Luminaries, Legends, and Leaders sponsored by Discover Puerto Rico & The Red Sea Destination, but you do not yet have a confirmed reservation. Without a confirmed reservation, Virtuoso will assign you to a table.' Below this is a section for 'Add New Reservation' with instructions: 'If you create your own reservation: • You will be able to invite other attendees to join your reservation. • You will not be able to receive invitations from anyone else.' A text input field contains 'Virtuoso, Ltd. - Amanda Larsen' and an 'Add New Reservation' button. The 'My Invitations' section has tabs for 'Awaiting', 'Confirmed', 'View Sent', and 'View Inactive'. The 'Awaiting' tab is selected, and a message reads 'No invitations are awaiting your response.' At the bottom, there are links for 'About This Event' (Event Agenda, Details, Participants List), 'About Me At This Event' (My Registration, My Schedule, My Meetings, My Special Invites), and a 'Cancel Participation' button.

If the name is in **dark orange**, you are waitlisted for the special occasion. Since you do not yet have a confirmed seat, you might not attend. You will not be able to create a reservation, be invited to someone's reservation or attend the event until you have been approved by Virtuoso Events.

My Special Invites

You are in the right place to manage reservations for hosted special occasions! You must have a completed registration for an event in order to view its hosted functions.

VIRTUOSO TRAVEL WEEK 2023 - LAS VEGAS

You are waitlisted for

Cocktail Reception and Gala Celebration of Luminaries, Legends, and Leaders sponsored by Discover Puerto Rico & The Red Sea Destination

August 17, 2023
6:30 pm - 10:00 pm

Bellagio - Grand Ballroom

Managed by
Gala Admin
events@virtuoso.com

This is a capacity controlled event. Due to the high demand of this event, requesting to attend doesn't guarantee attendance. All guests will be waitlisted for this event. Virtuoso will confirm attendance to Gala by June 15.

You have expressed interest in attending Cocktail Reception and Gala Celebration of Luminaries, Legends, and Leaders sponsored by Discover Puerto Rico & The Red Sea Destination, but you are currently waitlisted. Contact events@virtuoso.com for more information.

About This Event

[Event Agenda](#) [Details](#) [Participants List](#)

About Me At This Event

[My Registration](#) [My Schedule](#) [My Meetings](#) **My Special Invites**

[Cancel Participation](#)

If the name is **grey**, then you are not attending, but you can add yourself to the waitlist by clicking the orange "Add Me to The Waitlist" button.

My Special Invites

You are in the right place to manage reservations for hosted special occasions! You must have a completed registration for an event in order to view its hosted functions.

VIRTUOSO TRAVEL WEEK 2023 - LAS VEGAS

You have not expressed interest in attending

Cocktail Reception and Gala Celebration of Luminaries, Legends, and Leaders sponsored by Discover Puerto Rico & The Red Sea Destination

August 17, 2023
6:30 pm - 10:00 pm

Bellagio - Grand Ballroom

Managed by
Gala Admin
events@virtuoso.com

This is a capacity controlled event. Due to the high demand of this event, requesting to attend doesn't guarantee attendance. All guests will be waitlisted for this event. Virtuoso will confirm attendance to Gala by June 15.

You have not expressed interest in attending Cocktail Reception and Gala Celebration of Luminaries, Legends, and Leaders sponsored by Discover Puerto Rico & The Red Sea Destination. This special function is at capacity. Would you like to be added to the waitlist?

[Add Me to Waitlist](#)

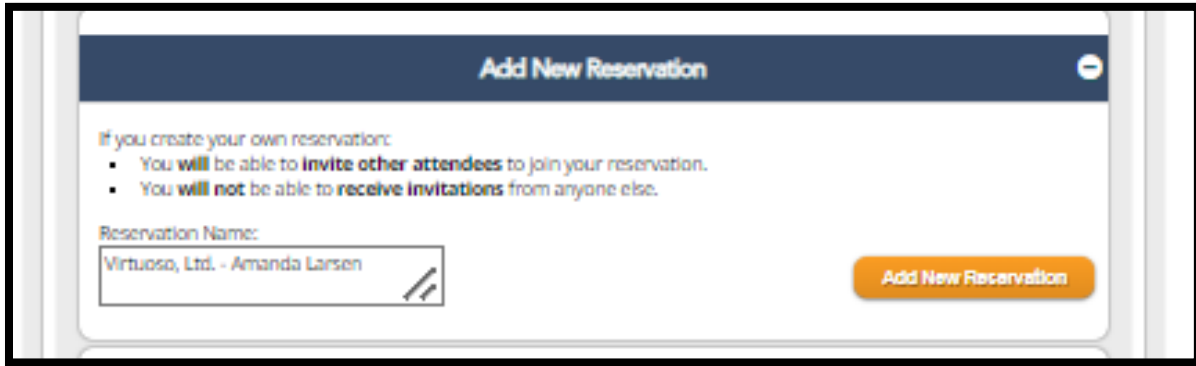
About This Event

[Event Agenda](#) [Details](#) [Participants List](#)


About Me At This Event

[My Registration](#) [My Schedule](#) [My Meetings](#) **My Special Invites**

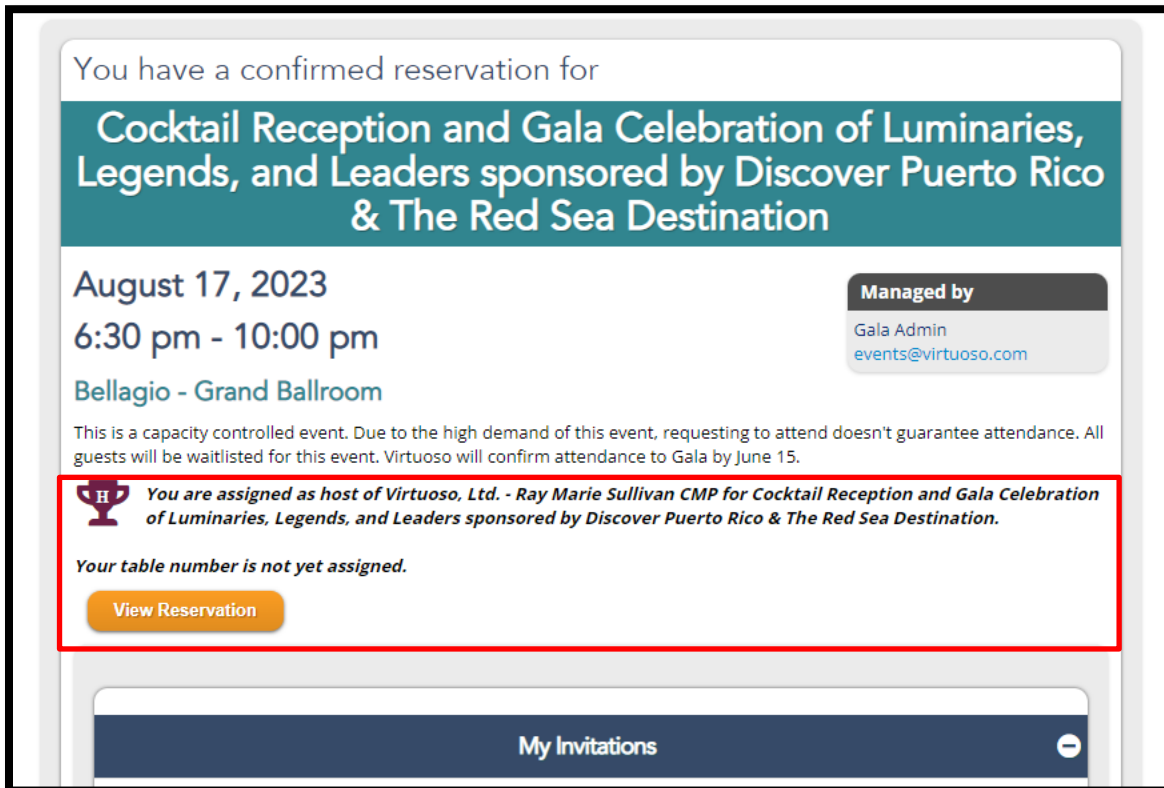
To create a reservation, click the Add New Reservation bar.



If your company or agency plans to have more than one reservation, please be sure to keep the auto-populated reservation name as it appears so that Virtuoso Events can assign your tables near each other.

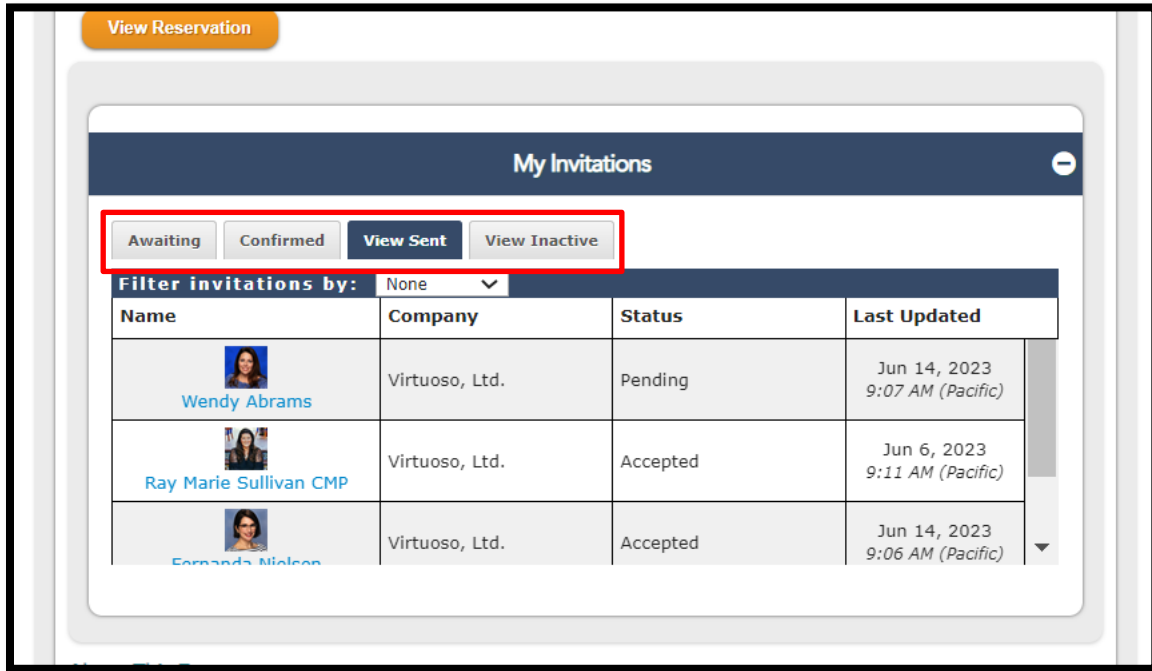
Once you have created the reservation, you are assigned as a host and a burgundy trophy icon  will appear.

If you have a confirmed reservation, you'll see the **View Reservation** button. Clicking **View Reservation** takes you to your reservation details where you can invite guests.

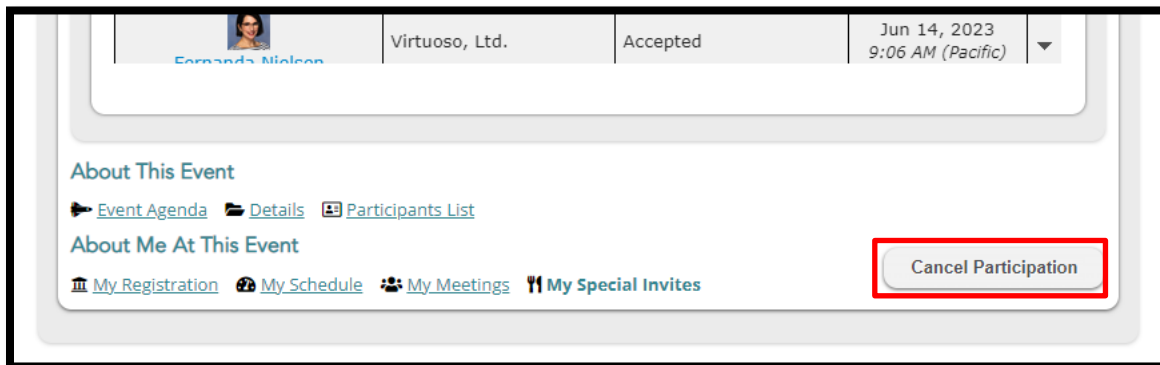


In the *My Invitations* section, you can view:

- *Awaiting* – Invitations you have been sent but not yet responded to
- *Confirmed* – Your one and only confirmed invitation for a special occasion
- *View Sent* – Invitations (with their current statuses) that you personally sent
- *View Inactive* – Invitations that are declined or cancelled



If the special occasion allows you to cancel your attendance, then the **Cancel Participation** button appears.



Reservation Details

After clicking **View Reservation**, you can see your confirmed reservation for that special occasion.

A person can have one and only one confirmed reservation for a special occasion. If you need to manage another reservation, then you will need to log in as the host of that other reservation.

The maximum number of hosts that you can include in a reservation is 2 people.

In the grey reservation tile, all attendees with confirmed seats appear with their profile pictures, names, and companies. The total number of seats at your table as well as the number of open seats are shown for reference.

If needed, click the pencil icon  to edit your reservation name.

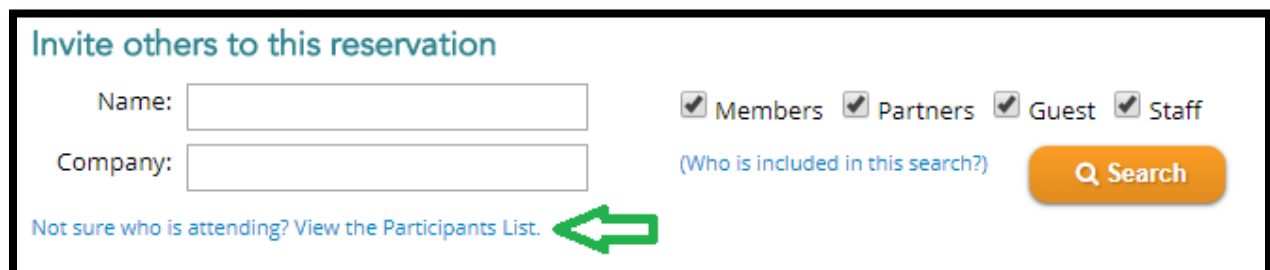


The screenshot shows a reservation tile with the following details:


- Title: Virtuoso, Ltd. - Ray Marie Sullivan CMP 
- 10 maximum seats
- 8 open seats remaining
- Attendees: Fernanda Niels... (with email icon) and Ray Marie Sulliv... (with email icon)
- Both attendees are associated with 'Virtuoso, Ltd.' and have a host icon (a wine glass).
- A legend indicates that the host icon 'indicates a host'.

In the *Invite others to this reservation* section, specify a person's name (first or last), a company name, or both to search for registrants to invite. You can also specify user types by checking only the boxes you wish to include.

If you are unsure whom to invite, click the *Participants List* link to see who has a completed registration for the event.



The screenshot shows the 'Invite others to this reservation' form with the following elements:

- Form title: Invite others to this reservation
- Input fields: Name: [] and Company: []
- User type checkboxes: Members, Partners, Guest, Staff
- Text: (Who is included in this search?)
- Search button: Q Search
- Link: Not sure who is attending? View the Participants List. 

In the *Search Results*, all registrants in any status can be included.

You can invite an attendee only if that attendee:

- Has a completed registration
- Is attending the day of the special occasion
- Has been approved to attend that special occasion






To narrow down the results to only the attendees you can invite, check the *Only show people I can currently invite* checkbox below the grid. Click a column name to sort the grid by that column.

Invite others to this reservation

Name: Members Partners Guest Staff
Company: (Who is included in this search?)

[Not sure who is attending? View the Participants List.](#)

Search Results

Name ▲	Company	Status
 ✉ Andrew Marston	Guana Island	<i>Waitlisted for this special occasion Cannot be invited to your reservation</i>
 ✉ Andrew McArthur	Virtuoso, Ltd.	
 ✉ Andrew Moore	Conrad Dublin	
 ✉ Andrew Morgan	LUX Grand Baie	
 ✉ Andrew Myers	Virtuoso, Ltd.	

Only show people I can currently invite

The *Status* column will either include a **Send Invitation** button, a note if that person is currently Waitlisted for the special occasion, or it will be blank if that person has not requested to attend that special occasion. Click **Send Invitation** button to invite that person to your reservation.

My Special Invites

[← Back to My Special Invites](#)

Reservation Details for

Cocktail Reception and Gala Celebration of Luminaries, Legends, and Leaders sponsored by Discover Puerto Rico & The Red Sea Destination

August 17, 2023 6:30 PM - 10:00 PM

Bellagio - Grand Ballroom

Special Notes: If you choose to create a reservation, you may invite up to 9 other people to sit with you. However, if your reservation is fewer than 10 people (including the host), then after July 24, Virtuoso Events will combine reservations to complete the table.

You can make changes until July 24, 2023, at 12:00 AM Pacific.

Should you have any issues, please feel free to email the Gala Admin at events@virtuoso.com. After July 24, 2023, all reservations will be finalized, and no changes will be made. Should your reservation have fewer than 10 people, after Monday, July 24, Virtuoso Events will fill the remaining seats at the table.

In the event that you cannot attend the Gala Dinner, you must cancel your attendance through My Events>My Agenda by July 24, 2023. If you do not cancel by the deadline, you will be charged a late cancellation fee of \$250. If you no-show at the actual event, you will be charged a \$250 no-show fee.

Managed by

Gala Admin
events@virtuoso.com

Virtuoso, Ltd. - Ray Marie Sullivan CMP

10 maximum seats
9 open seats remaining

✉ Ray Marie Sulliv...

Virtuoso, Ltd.

indicates a host

Invite others to this reservation

Name: Members Partners Guest Staff

Company: (Who is included in this search?) Q Search

[Not sure who is attending? View the Participants List.](#)


Search Results

Name	Company	Status
✉ Amanda Lang	Mango House Seychelles, LXR Hotels & Resorts	<i>Waitlisted for this special occasion Cannot be invited to your reservation</i>
✉ Amanda Larsen	Virtuoso, Ltd.	Send Invitation
✉ Amanda Lovell	EMBARK Beyond	




Only show people I can currently invite


Invitations previously sent for this reservation

No invitations have been sent for this reservation.

Virtuoso, Ltd. - Ray Marie Sullivan CMP 

10 maximum seats
9 open seats remaining

  [Ray Marie Sulliv...](#)
 **Virtuoso, Ltd.**

 indicates a host





Invite others to this reservation

Name: Members Partners Guest Staff

Company: (Who is included in this search?)



[Not sure who is attending? View the Participants List.](#)

Search Results


Name 	Company	Status
 Amanda Lang	Mango House Seychelles, LXR Hotels & Resorts	<i>Waitlisted for this special occasion Cannot be invited to your reservation</i>
 Amanda Larsen	Virtuoso, Ltd.	Invitation Sent!
 Amanda Lovell	EMBARK Beyond	

Only show people I can currently invite



Invitations previously sent for this reservation



Photo	Name 	Company	Status	Invitation Sent
	Amanda Larsen	Virtuoso, Ltd.	Pending	June 14, 2023 9:01 AM Pacific


The *Invitations previously sent for this reservation* grid shows all non-confirmed invitations for your reservation along with current status.

Virtuoso, Ltd. - Ray Marie Sullivan CMP 

10 maximum seats
8 open seats remaining

 [Fernanda Niels...](#)
 Virtuoso, Ltd.

X  [Ray Marie Sullivan...](#)
 Virtuoso, Ltd.

 indicates a host

Invite others to this reservation

Name:





Company:

Members
 Partners
 Guest
 Staff

(Who is included in this search?) Search


Not sure who is attending? [View the Participants List.](#)

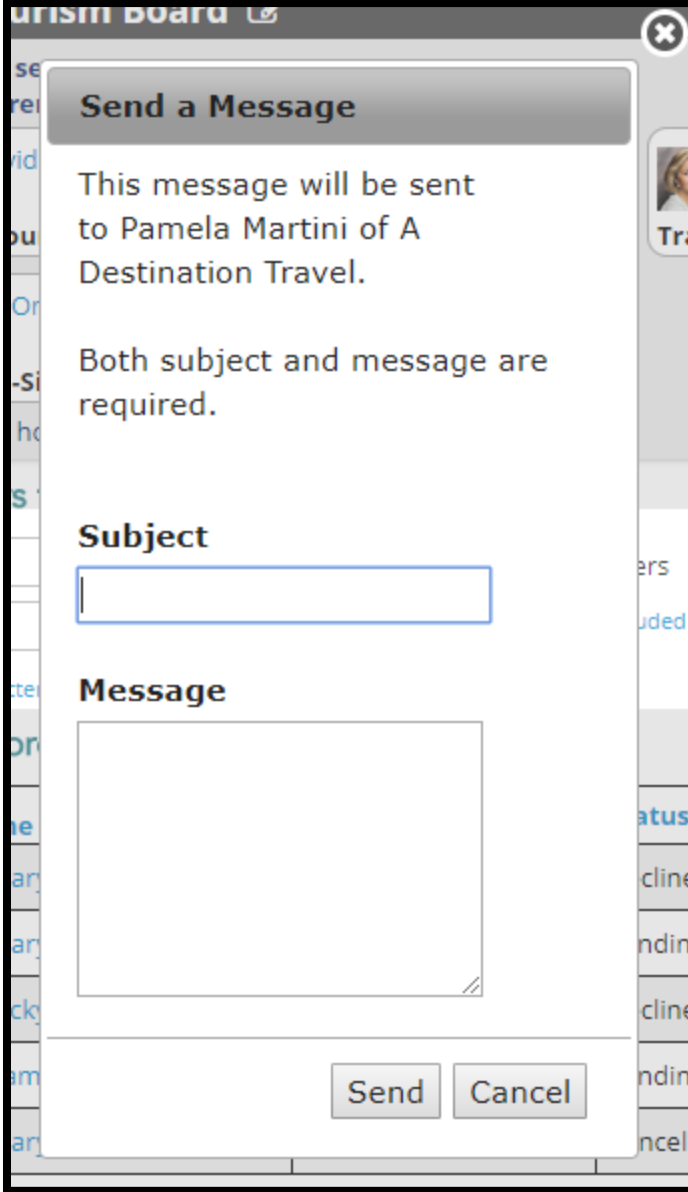
Invitations previously sent for this reservation

Photo	Name 	Company	Status	Invitation Sent
	Wendy Abrams	Virtuoso, Ltd.	Pending	June 14, 2023 9:07 AM Pacific
	Amanda Larsen	Virtuoso, Ltd.	Declined By Occupant 	June 14, 2023 9:01 AM Pacific

The *Status* column lets you know why that invitation is not confirmed. Invitations expire after 72 hours, though that time frame may be shortened as the event nears.

When an invitee explicitly declines or cancels an invitation, he or she is prompted to provide a reason why. If the invitee provided a reason, then hover over the question mark to view that message.

Throughout **My Events**, you will see a blue envelope  next to a person's name. Click the envelope or name to send that person a message via the Virtuoso Events site.



Send a Message

This message will be sent to Pamela Martini of A Destination Travel.

Both subject and message are required.

Subject

Message