

# **ITP PREFERRED HOTEL PROGRAMME 2025**

# Renewals Benefit from 25% discount

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PREFERRED HOTEL PROGRAMME

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#### **COMPANY PROFILE**

ITP-International Travel Partnership, established since 1986, is a professional partnership of leading independent corporate Travel Management Companies, DMCs, Incentive Travel and Group Travel services, globally capable and locally knowledgeable, operating in 37 countries worldwide. ITP is one of the world's most experienced networked alliances of independent travel management companies with a growing multinational portfolio of business travel clients. Our joint objective is to consistently pursue reliable, time and cost-efficient business travel services which are locally managed and globally supported.

Careful selection of our agency partners provides access and reach to a network of dedicated travel professionals globally. The TMCs have an established record of integrity and profitable growth within their markets. All ITP partners are independently owned and well-known names in their own countries specialising in all aspects of travel both at local and international level. Collective turnover is in excess of €2.50 billion per annum with total annual hotels sales for 2023 exceeding €250 million in gross revenue sales. The typical trading profile of an ITP partner can be averaged out to 65% corporate individual business, 25% group and incentive travel and 10% incoming and outgoing leisure related travel activities. A listing of current partners is attached for your information, but this is in constant evolution as new partners are added.

To support our partner agencies, we have built up a formidable portfolio of products and services. One such product is **ITP's Preferred Hotel Programme**. The ITP Preferred Hotel Programme is designed to meet the needs of our partner companies and their extensive corporate accounts. ITP partners are responsible for their own corporate accounts. Agip, BNP Paribas, Boehringer-Inghelheim, Deloitte, Ernst & Young, F&N Beverages, Farmaprojects, La Perla, Santander, Veolia, Vistra to name a few.

The ITP programme has become renowned over the years offering a contracted preferred programme at business destinations worldwide, ranging from deluxe to moderate hotels. Reservations are made by each individual partner under their own **TRAVEL COMPANY NAME.** Their consultants can book ITP negotiated rates in real time via their GDS system/s under our rate access codes and also via our online corporate booking engine.

The ITP programme not only maximises a hotel's exposure to TMCs and their clients it can also lead and contribute to increase revenue for the hotel. Furthermore, new agency partners joining ITP are automatically signed up to the programme further extending visibility of the hotels to new markets and opportunities.

## KEY FEATURES OF THE HOTEL PROGRAMME

ITP gives hotels and chains the opportunity of increasing product awareness, sales and visibility through a very selective preferred hotel programme e-brochure, electronic directory (look and book) and access to additional marketing activities in the form of newsletter articles, e-mail broadcast and seasonal marketing promotions throughout the year.

#### 1. Individual Corporate Business

To hotels selected to participate in our **preferred programme**, ITP offers an on-line booking solution where our partner hotels can take priority listing, presentation, and reservation before any other hotels in the same destination. This is achieved by utilising the hierarchy tool enabling us to promote hotels for priority sales. This customisation is applied throughout all online applications so that all ITP business clients are presented with the same customisation for reservations directed to ITP preferred hotel selection.

#### 2. Group and Incentive Travel (MICE)

In addition to corporate individual business, many of ITP partners specialise also in group and incentive travel. In ITP's MICE section, hotels have the opportunity of adding to the list their property to be considered by partners when choosing a destination for their group travellers.

#### **Benefits**

Subject to any other selected options, all accepted hotels benefit from the following marketing exposure:

- 1. GDS loading for Preferred Rates and Special promotions
- 2. On-line bookings participating hotels are prioritised for online selling and flagged preferred hotels. This criterion applies to ITP central site, local country sites, clients' online self-booking sites (for example ITP partners' local corporate clients' sites).
- 3. Listing entry in ITP's Preferred selection eBrochure hotel listing, rates offered, value added benefits.
- 4. **Full entry in ITP's Electronic Hotel eDirectory –** works on real time availability can look and book. Full hotel information.
- 5. **ITP Hotel Manual and Reservation intranet -** Full information on preferred hotels, contracted rates, booking instructions etc. for ITP sales consultants' agencies' staff.
- 6. **Loading of all hotel data directly at ITP agencies locations -** Hotels contractual information, rates, location details are made available to sales consultants with direct access on the agency's terminals.
- 7. Enhanced highlighted entry Optional Upgrade
- 8. **Entry in MICE section of ITP website Optional Upgrade Hotels** with conference and meeting space has the option of an entry in the MICE section of ITP's website.

#### Internet - www.itptravel.com

- 1. Hotel Booking On-Line All accepted hotels in ITP Preferred Hotel Programme.
- 2. Broadcasts Optional Upgrade

E-mail Broadcast directed to the agencies' sales consultants.

3. Preferred Hotel Partners Programme

ITP base their hotel selection on several criteria and work closely with selected hotel chains on a **Preferred Partner** programme. Sales are directed in the first instance to those hotels featured in ITP's preferred programme. Established co-operation, hotel location, discount level, and block space weigh in very favourably in the hotel being accepted into the programme.

**4. Newsletter -** Bi-monthly newsletter featuring reserved for articles and promotions. The newsletter is distributed electronically and posted in ITP's web portal.

#### CONTRACTING

ITP accepts submission directly from hotels and chains in various formats:

- Electronic submission from Cvent (Lanyon)
- On MS Excel formatted file via e-mail. Please e-mail <a href="mailto:Kristel@itptravel.net">Kristel@itptravel.net</a> to obtain the file specifications.
- Hardcopy contract by e-mail

For ITP to consider your hotel for selection and participation to the preferred programme, hotels must comply with the following conditions:

#### **Terms and Conditions**

- Rates must be submitted no later than 31 October 2024.
- Hotel will be invoiced upon ITP acceptance for the full amount.
- Hotel agrees to pay in full upon receipt of the invoice the applicable fee as selected upon receipt of the invoice, irrespective of a change/s in
  - 1. Ownership 2. Management 3. Affiliation 4. Executing Agent
- Hotel agrees to pay participation fee within the stipulated payment deadline:

Payments overdue by 60 days are subject to late penalty charges of 10% per month.

#### Rate stipulations

- Rates offered must be valid from 01 January to 31 December 2025.
- Preferred rates stated in the contract must be guaranteed not to increase for the specified period/s.
- Preferred rates must be available for last room availability.
- Preferred rates and **Best Available Rates to be discounted a minimum of 5%** off public market rates when possible.
- Rates must have parity to rates offered to other major business travel agencies and consortia.
- Rates must be quoted in local currency unless required to conform to local government regulations.
- Rate types: Rack and ITP Preferred Rates Commissionable must be submitted to qualify for consideration unless a Best Available Rate scheme is in place.
- When a hotel operates a Best Available Rate scheme a rate guideline must be submitted with a valid minimum to maximum rate range for the year where possible.
- All rates must be commissionable, except for the Nett Preferred Rates.
- Hotel guarantees that preferred rates are not undersold via other web booking sources.
- Restriction dates on preferred rates must be clearly stated. Exclusions such as "rates may not be
  applicable during trade fair or similar" are not accepted unless accompanied by blackout periods and
  reasons why contracted rates cannot be honoured.
- Hotel agrees not to hold ITP liable for errors which may arise from copying, printing or publishing any of its information.

## **Block Space / Room Allocation**

An optional allocation (block space), year-round, will be given a high priority in the hotel being accepted into the programme. Sales of rooms on allocation are done automatically via ITP internet application.

#### **Added Value Benefits to ITP Guests**

Hotels may include in their offer, amenities, and benefits to clients these will be included in the hotel's eBrochure listing. Special offers are promoted by ITP in their communication to ITP partners.

#### **PARTICIPATION FEES - 2025**

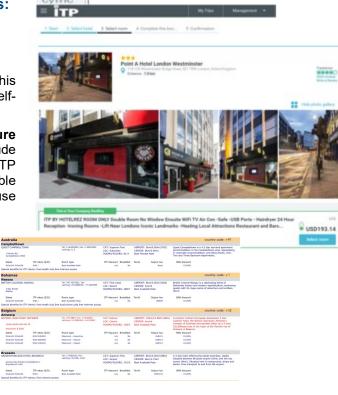
The annual participation fee is linked to the size of the hotel. We believe this is a fairer contribution since the larger the hotel the more business is booked at the property. This fee is applicable to all submitting properties. Hotels may choose upgrades to this option as outlined below. Applicable fees are as stated in the following table.

#### STANDARD PARTICIPATION LEVEL

#### Participation to the ITP Preferred programme includes:

- 1. GDS loading: Abacus, Amadeus, Sabre, Travelport.
- 2. Priority online booking engines (OBEs) including cytric Participating hotels are prioritised for online selling. This criterion applies to both ITP central site and clients online self-booking sites.
- **3. Entry in ITP's Preferred selection eDirectory Brochure listing –** provides country information. Hotel details include classification, location, distances, taxes etc. Comparison of ITP rates to normal hotel rates with saving, discount off Best Available Rate, as well listing of added value benefits. Distributed in-house and to corporate clients. Password protected.





**5. Electronic eDirectory -** built using the Hotelzon platform system, works on a real time environment so that full rate information is in line with availability. Full hotel information and graphics. **Can look and book**.



# 5. ITP Hotel Manual and Reservation intranet

Produced specifically for the ITP partners to be used by their agency staff for product information, hotel rates and agreements, benefits and how to book for specific hotels and chains. Used by the agency for



product information training, full information on preferred hotels.

_	pation fee is applicable per hotel	US Dollar	Select
All pric	es are quoted subject to VAT tax where applicable	\$	Option
Fee charge is	based on total room count at hotel		
No Rooms:	from 1 to 50	\$290	
	from 51 to 100	\$335	
	from 101 to150	\$395	
	from 151 to 250	\$455	
	from 251 to 350	\$495	
	from 351 to 450	\$545	
	from 451 to 650	\$575	
	OVER 650	\$595	

## **Optional Upgrades to Standard Participation level**

### The following fees for selected upgrade/s are in addition to the applicable standard fee level

	Additional fee	Select Option
1. Highlighted entry: hotel highlighted in ebrochure	\$180	
2. MICE - Entry in MICE section of ITP's website.	\$180	
3. "ITP Preferred Hotel Programme" Broadcast communications Email broadcast with images and message supplied by you for promotional offering. This is communicated to all ITP partners key sales consultant. Five email broadcasts during the course of the year on dates of your choosing.	\$330	

## MARKETING AND ADVERTISING CHANNELS AND CHARGES

#### **News**

## Let us help you share your news!

Our prices are very affordable for a circulation to all our agency partners via the ITP hub.



News article - USD 350

Email broadcast - USD110 5 broadcast messages - USD330

Restricted to participating hotels only.

Directly distributed to sales consultants



Space is limited and allocation is on a first-come, first-serve basis only

Please call to discuss your future marketing plans.

Tel: +44 1753 832033 E-mail: ITPenquiries@itptravel.net

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# ITP - International Travel Partnership Preferred Hotel Programme Contract - 2025 IMPORTANT: Details in this contract must be clearly written in order to be accepted. The contract must be returned 31 October 2024 in order for your hotel to be included in

ITP's Preferred Hotel Programme. HOTEL NAME: Location (tick one) Category (tick one) superior first Address: airport deluxe first moderate deluxe centre TOWN: moderate First suburb moderate superior deluxe Postcode: business economy Country: resort Features (provide all relevant information) Distance to centre (km)...... Phone: meeting space built Fax: theatre style capacity floors Distance to airport 1 (km)..... e-mail: rooms Distance to airport 2 (km)..... Web Management (Mr/Mrs etc. first name surname for all posts) hotel description/comments: (50 words max.) Gen. Manager Sales Manager Reservations Manager ITP contact e-mail address: 2025 Rates Agreement COMMISSION: All rates stated (except ITP-NETT PREFERRED RATES) are commissionable to ITP Agencies at \_\_\_\_\_\_%. GUARANTEE: ITP Preferred Rates stated herein are to be valid from 01 January 2025 through to 31 March 2026 for rooms from general inventory. Extending Preferred Best Available Rate Scheme: Yes / No If "Yes" state minimum Guaranteed % Discount Level from daily BAR rate ITP-NETT PREFERRED **PUBLISHED RACK RATES / ITP-PREFERRED RATES Validity** PREFERRED BEST **AVAILABLE RATES SCHEME BENCHMARK RATES RATES COMMISSIONABLE CEILING RATE** \_To: Period: From: From: To: From: To: From To: dd / mm / yyyy dd / mm / yyy 2 Pax 1 Pax 2 Pax Room Type 1 Pax 2 Pax 1 Pax Period: From:\_\_/\_/ From:\_\_/\_/ From:\_\_/\_/ dd/mm/yyyy dd/mm/yyyy dd/mm/yyyy dd/mm/yyyy dd/mm/yyyy dd/mm/yyyy **Room Type** 1 Pax 2 Pax 1 Pax 2 Pax 1 Pax 2 Pax 1 Pax From: From: From: To: From: Period: To: dd/mm/yyyy dd/mm/yyyy dd/mm/yyyy dd/mm/yyyy dd/mm/yyyy m/yyyy dd/mm/yyyy Room Type 2 Pax 2 Pax 1 Pax 2 Pax 1 Pax 1 Pax 1 Pax 2 Pax Are above rates on parity to rates quoted to other business travel agencies and other major consortia? YES (If NO your hotel may not be accepted in the programme) NO Currency: Rates are quoted in Tax: Included Additional comment/remarks concerning rates\* ☐ If excluded-Percentage % amount \*Note: For Preferred Best Available Rate please Service: ☐ Included indicate a minimum and maximum rate range if ☐ If excluded-Percentage possible Breakfast: ■ Excluded ☐ If included - type Optional block space/room allocation agreement In accordance with this programme, a nightly room allocation/block of \_ rooms per night, seven days a week, on a \_ hours release will be set aside for the term of the contract. Should the block allotment be discontinued for any reason, the hotel will honour all reservations already confirmed to the booking agency. Any request for waiving the block allotment must be presented in writing, 60 days in advance to ITP - International Travel Partnership at the address below. ITP - International Travel Partnership Ltd 120-124 Peascod Street, Windsor Berkshire, SL4 1DP United Kingdom Tel: +44 1753 832033 E-mail: <a href="mailto:ltpenguiries@itptravel.net">ltpenguiries@itptravel.net</a>

Special Benefits/ Amenities included in ITP's Preferred Rates						
□ Room upgrade □ Complimentary Airport Transfer □ Courtesy transportation to down □ Newspaper □ Free early Check-in □ Free late Check-out □ Free use of Health /leisure club □ Free in-house movies		□ Complimentary Breakfast □ Discount on restaurant meals □ Welcome drink/coffee □ Welcome gift □ No extra charge on room rate for spouse □ Free local telephone calls □ Free internet access				
		Booking	Instructions			
To be considered for participation IMPORTANT: It is the responsibil Note instruction for rate loading:  GDS Code Listing	ity of the Hotel to have	ITP negotiate Commissionab red Rates:	ed rates loaded in GDS systems le Rates: Group code: HTE - Group code: HTX -	le for reservations via GDS systems Access code: HTE - Rate code: HTE - Access code: HTX - Rate code: HTX - Access code: HTX - Rate code: HTD		
Important: ITP Identifier numbe	AMADEUSreq	SAB uired to be qu	RE	PAN ABACUS at ITP Negotiated Rates (if applicable)		
Black-out or restricted dates for P		tes must be lis		this contract.		
Nearest airport or city			Guaranteed Late Arrival			
GDS Representation			Problem Solver at Hotel			
Check-in Time			Walk Policy			
Check out Time			Cancellation Policy			
	Hote	el Facilition	es and Services			
## Hotel Facilities and Services    A14   Laundry/Valet Service   B05   Health Club/Gymnasium   C06   Data LAN/PC Connection Point						
subject to acceptance by ITP - Interr PARTICIPATION OPTION				elow:		
Total bedroom count in hotel	ccc subject	Fee bas	ed on total bedroom count i	n hotel Please tick option		
0-50		\$290				
51-100			\$335			
101-150		\$395				
151-250 251-350		\$455				
351-450		\$495 \$545				
451-650		\$575				
Over 651		\$595				
Additional options		Additional fee cost		Please tick option		
- Highlighted entry		PLUS \$180				
- Email Broadcasts - 5 broadcasts in the year		PLUS \$330				
- Entry in MICE section of ITP Web site PLUS \$180 □  Please select currency preference for invoicing purposes: GBP £ □ or USD \$ □ or EURO € □						
I have read and agree with the conditions stated herewith: SIGNED FOR THE HOTEL MANAGEMENT						
Name:						
Title:		·				
Signature:						
Date:						
VAT/Tax Company registration	on No:					

ITP- International Travel Partnership Ltd - a subsidiary of Hickory S.A, Geneva, (Switzerland)
Registered in England number 2025270
In order to be considered for acceptance in ITP's Preferred Hotel Programme, ITP must have your guarantee that rates offered are equal to rates offered to any other major agency group and consortia or below. Preferred rates must be available for last room availablify and rates must be available for sales via GDS until 31 December 2025. A yearly fee, according to participation option/s, will be charged at contract acceptance to be paid upon receipt of the invoice. Payments overdue by 60 days are subject to a late penalty of 10% per month overdue. The fee will ensure that the hotel is featured in accordance with the option/s selected by the undersigned.

# ITP AGENCY LISTING - ACCESS TO HOTEL PROGRAMME

ITP- TMC COMPANY	COUNTRY	ITP - TMC COMPANY	COUNTRY
ABC Affiliates	United States	Lupus Travel	Hungary
Acharya Travel Agencies	Kenya	Mangaard Travel	Denmark
Al Jaber Travel	United Arab Emirates	Maxims Travel Pty Ltd	Australia
Ali Bin Ali Travel & Cargo	Qatar	Medhyhaf Travel & Tourism	Kuwait
Best International	China	Passage Gold Travel Agency	Nigeria
Campbell Travel	United States	Regent International Srl	Italy
Capital Connect	Cote D'Ivoire	RS Travel & Logistics	Ghana
Click2Travel	Romania	StarTravel	Malaysia
Consolid Global Travel Solutions	Argentina & South American Nations	Maxims Travel Pty Ltd	Australia
East Express Travel	Iran	Sun Spree Travel Partner	Bulgaria
Easy Travel & Tourism	Oman	Swiss Andina Turismo	Columbia
Emslies Travel	Tanzania	Top Rejser	Denmark
ENTAS Tourism	Turkey	Transcontinental	Switzerland
eTravel Tours	Oman	Travex Voyages	Belgium
Executive Travel SA	Switzerland	Transcontinental	Switzerland
Fert Voyages SA	Switzerland	Trends TravelMart International	Philippines
Fly High Agency	Kenya	Union Tours	Peru
Golden Tours	Egypt	VB Group	Spain
Hana Travel Group	Indonesia	Viajabien Corporate	Mexico

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## **TOP CITIES 2023-2024**

# Estimated total annual sales including Individual Travel, MICE, Incoming and Outgoing: <u>USD 300.000.000</u>

	hotcity	Avgrate\$	<b>%</b>	70	hotcity	Avgrate\$	%
1 2	LONDON NEW YORK	374.25 358.57	14.85 5.26	76 77	REYKJAVIK ANTWERP	288.48 156.8	0.35 0.34
3	PARIS	324.36	3.41	78	BRISTOL	169.53	0.34
4	DUBAI	393.06	3.37	79	CAIRO	21.73	0.34
5	BRUSSELS	205.39	2.93	80	HO CHI MINH	141.55	0.33
6	FRANKFURT	195.26	2.08	81	PORTO	131.62	0.33
7	AMSTERDAM	217.35	1.99	82	BATH	173.33	0.32
8	MUNICH	186.24	1.96	83	CHENNAI	113.22	0.32
9	ABU DHABI	347.75	1.95	84	DENVER	183.50	0.32
10	BERLIN	198.83	1.93	85	LAS VEGAS	154.81	0.32
11	BARCELONA	253.45	1.79	86	NEW ORLEANS	257.63	0.32
12	COPENHAGEN	230.79	1.59	87	TAMPA	281.70	0.32
13	DUSSELDORF	266.64	1.46	88	FLORENCE	184.06	0.31
14	CHICAGO	340.97	1.45	89	MEXICO	143.23	0.31
15	ISTANBUL	172.23	1.34	90	PHOENIX	236.68 107.61	0.31
16 17	MADRID COLOGNE	181.94 203.65	1.33 1.18	91 92	ABERDEEN ACCRA	239.27	0.30 0.30
18	SAN FRANCISCO	214.51	1.13	93	MUMBAI	204.75	0.30
19	WASHINGTON	342.14	1.12	94	NOTTINGHAM	106.62	0.30
20	HANNOVER	148.74	0.89	95	OTTAWA	145.25	0.30
21	LOS ANGELES	311.50	0.88	96	ROTTERDAM	196.03	0.30
22	BANGKOK	124.64	0.83	97	UTRECHT	153.12	0.30
23	HOUSTON	301.43	0.83	98	BENGALURU	157.67	0.29
24	HAMBURG	239.39	0.82	99	CARDIFF	117.12	0.30
25	MILAN	384.76	0.82	100	EINDHOVEN	158.06	0.30
26	DUBLIN	175.78	0.81	101	PORTLAND	170.30	0.30
27	BOSTON	294.26	0.80	102	RIO DE JANEIRO	359.54	0.30
28	BIRMINGHAM	124.78	0.78	103	SAN ANTONIO	199.61	0.29
29	VIENNA	215.32	0.74	104	SEATTLE	344.56	0.29
30	DERBY	147.39	0.64	105	LYON	180.82	0.28
31 32	ROME	248.56 287.02	0.63	106 107	PHILADELPHIA	299.93 314.63	0.28
33	ZURICH MANCHESTER	200.94	0.62 0.61	107	BUENOS AIRES ORLANDO	342.26	0.27 0.27
34	GENEVA	368.35	0.60	109	BALTIMORE	164.62	0.27
35	MIAMI	438.02	0.58	110	BAHRAIN	196.88	0.26
36	KUALA LUMPUR	247.49	0.56	111	NUREMBERG	150.38	0.26
37	CAPE TOWN	316.71	0.54	112	ROSENHEIM	97.35	0.26
38	WARSAW	172.48	0.52	113	SEVILLE	315.92	0.26
39	TORONTO	176.32	0.51	114	BIEL	179.77	0.26
40	TOKYO	355.93	0.50	115	KINGSTON	165.89	0.25
41	DELHI	154.46	0.47	116	MELBOURNE	155.92	0.25
42	LISBON	224.54	0.47	117	MISSISSAUGA	151.00	0.25
43	STUTTGART	226.47	0.46	118	NICE	177.04	0.25
44	SAN DIEGO	166.24	0.45	119	LEIPZIG/HALLE	119.45	0.24
45	VANCOUVER	223.61	0.45	120	SAN JOSE	214.83	0.24
46	SYDNEY	237.08	0.44	121	ADDIS ABABA	198.41	0.23
47	ATLANTA	307.87	0.43	122	HANOI	158.63	0.23
48	STOCKHOLM	206.94	0.43	123	KARLSRUHE	84.94	0.23
49	DALLAS	186.87	0.42	124	LIMA	124.09	0.23
50 51	EDINBURGH HELSINKI	153.40 195.89	0.42 0.42	125 126	NASHVILLE VENICE	304.38 362.74	0.23 0.23
52	JOHANNESBURG	288.75	0.42	127	BONN	317.19	0.23
53	MONTREAL	180.99	0.42	128	BUDAPEST	218.29	0.22
54	BREMEN	671.75	0.41	129	BURBANK	249.84	0.22
55	GLASGOW	116.41	0.41	130	CASABLANCA	209.77	0.22
56	MINNEAPOLIS	145.39	0.41	131	TAIPEI	158.58	0.22
57	NAIROBI	149.73	0.41	132	ADELAIDE	157.17	0.20
58	ATHENS	159.57	0.40	133	AUSTIN TX	171.15	0.20
59	BOLOGNA	142.10	0.40	134	ERDING	99.67	0.20
60	LUXEMBOURG	259.98	0.40	135	ESSLINGEN	181.63	0.20
61	OSLO	299.36	0.40	136	JACKSON	187.73	0.20
62	SEOUL	131.86	0.40	137	SALZBURG	189.48	0.20
63	AMMAN	105.84	0.39	138	BRISBANE	104.65	0.19
64	BELFAST	115.14	0.39	139	BUCHAREST	132.31	0.19
65	INDIANAPOLIS	206.36	0.39	140	CAMBRIDGE	139.86	0.19
66	LEEDS	117.99	0.38	141	GENOA	364.19	0.19
67 69	EXETER	115.01	0.37	142	PITTSBURGH	185.33	0.19
68 69	LIVERPOOL NEWCASTLE	104.93 115.26	0.37 0.37	143 144	SALT LAKE CITY ALGIERS	150.72 180.51	0.19 0.18
70	SAO PAULO	180.15	0.37	144	BERGEN	170.19	0.18
71	CHARLOTTE NC	167.49	0.36	146	RIGA	152.63	0.18
72	DETROIT	154.37	0.36	147	SACRAMENTO	147.72	0.18
73	ALPHARETTA	120.34	0.35	148	CALGARY	153.55	0.17
74	GOTHENBURG	184.59	0.35	149	PRAGUE	131.81	0.17
75	JAKARTA	404.59	0.35	150	CLEVELAND	185.04	0.16

Source: iBank 2022-2023