



Online Booking *for* Meetings and Events

delivering a fast, efficient and controlled solution



Management Controls

Management controls can be implemented as required by type of meeting or event.

These controls include:

- Online senior manager approval
- Purchase order number allocation
- Department code allocation
- Cost centre code allocation

Health, Safety and Duty of Care Requirements

These requirements are set up and established, by type of event, to meet the precise requirements of individual companies

For more information refer to the Safety, Security, Duty of Care and Commercial Requirements document

Online Briefing

The online briefing enables total flexibility by type of meeting and event

For small meetings of up to 30 the briefing is created to match company policy, but remains simple to complete and fast to execute

For larger events, and exhibitions the briefing process includes all the attributes and requirements. This culminates in a comprehensive document and has been proven to decrease communication time and cost by over 50%

Venue Selection can also be added. The base of over 400,000 venues worldwide can be reviewed by the company to indicate the types of venue considered appropriate for the planned meeting or event

The Project Messenger tool keeps all communication on the meeting or event within the individual projects, this eliminates tortuous email trails, and provides a comprehensive audit trail

Project Confirmation

Project confirmation is completed online and copies of required contracts and agreements are also delivered, signed [then scanned] and returned via the solution

Summary

This online process delivers full management control for the meeting and events programme while enabling the required flexibility at the operating level