

Meeting Management streamlines the entire corporate meeting management process

On-demand solution for travel and meeting management

Concur's Meeting Management solution is an on-demand service that streamlines the coordination of corporate meetings and seamlessly connects group travel booking capabilities with the entire meeting planning process.

Meeting Management provides one efficient on-demand tool to orchestrate meeting details and to manage registration and group travel for all meeting attendees whether they are employees or guests. The solution ensures all travel expenses booked by meeting attendees comply with established company policies, taking full advantage of all corporate and meeting discounts and preferred vendor terms.

With Meeting Management, Concur provides a single solution to manage and control corporate meeting spend, drive more online travel-booking transactions, resulting in increased visibility into travel spend and significantly reduced corporate meeting costs.

How Does Meeting Management Work?

A template-driven, point and click interface enables the meeting manager to easily create and define the parameters for the meeting, including an attendee list, registration steps, travel policy, the hotel block and ground transportation. Meeting Management automates the management of hotel blocks, including the capture of guest details and block capacity. The meeting manager can also include customized survey questions to collect the information required to plan event logistics and capture meeting input.

Invitations are sent to invitees via email and include a link to specific content pages that guide them through the meeting registration and travel booking process. With just a few clicks, the invitee is registered and receives a confirmation itinerary. The meeting manager is also able to send out subsequent emails including reminders or additional announcements to already registered attendees.

Types of Questions

Organizations of any size can effectively manage corporate meetings through features like:

- Meeting attendee and invitation management
- Configurable registration template with ad-hoc fields to collect attendee information and RSVPs
- Online travel booking for attendees according to meeting specifications
- Hotel block functionality captures guest details and manages block capacity
- Agenda and other meeting information easily accessible online
- Set up any combination of travel vendor options

Streamlined Process Helps Control Costs

Meeting Management conveniently centralizes all relevant information in one online location – from itineraries and meeting agendas for invitees to attendee lists and confirmation status for the meeting manager. Within Meeting Management, the meeting manager is able to set rules and restrictions regarding travel arrangements, giving corporations the opportunity to control and capture group travel spend and assure it falls within corporate guidelines. This ensures meeting travel complies with corporate policy and meeting-specific travel vendors are utilized.

About Concur

Concur is a leading provider of integrated travel and expense management solutions. Concur's easy-to-use Web-based and mobile solutions help companies and their employees control costs and save time. Concur's systems adapt to individual employee preferences and scale to meet the needs of companies from small to large. With Concur's mobile application, you can create, review and approve expense reports and book and change your travel itinerary – hotels, airfare, taxis, rail and rental cars – all from your smartphone.

[Learn more at www.concur.com](http://www.concur.com)