

Commitment to Sustainability

To help reduce waste and the conference's footprint on the environment, Concur, The Cosmopolitan of Las Vegas and Concur's sponsors and suppliers have partnered on the following initiatives:

- Conference tote bags are made from recycled material that is lightweight, attractive and environmentally friendly. *Sponsored by Choice Hotels International.*
- Reusable BPA-free water bottles are provided in all attendee tote bags for use at water stations located throughout the conference meeting space. *Sponsored by Christopherson Business Travel.*
- The bamboo centerpieces in the General Session room will be donated to local charitable organizations at the conclusion of the conference with a primary focus on Hospice. *Sponsored by Adelman Travel Group.*
- Lanyards are made from 100 percent recycled polyester, and badge holders can be returned to the Concur Registration Desk for recycling. *Sponsored by Travel Incorporated.*
- Notebooks provided in each tote bag are made with recycled paper. *Sponsored by World Travel Service, Inc.*
- Track how many steps you take over the duration of the conference with the pedometers included in each tote bag. *Sponsored by FCm Travel Solutions.*
- The Cosmopolitan of Las Vegas goes through every ounce of trash to pull out any materials (paper, plastic, glass, etc.) that can be recycled.
- All Fusion 2011 printed materials are printed/copied on post-consumer recycled paper.
- Food preparation focuses on locally-grown produce and features several organic food items free of environment-harming pesticides.
- Concur presenters, sponsors and exhibitors are encouraged to print materials on recycled paper and to print and ship a reduced quantity of materials to limit waste. For your convenience, electronic copies of educational session handouts and presentations will be available after the conference on Concur Client Central.



Donate

Concur has arranged to donate leftover tote bags, water bottles, notepads and pens to the Nevada Partnership for Homeless Youth, a local non-profit organization whose mission is to eliminate homelessness among Nevada's youth. To help in this cause, please return any unwanted conference giveaways to the donation bins located near the Concur Registration Desk.



nevada partnership for homeless youth

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General Event Information

Accessibility for Persons with Disabilities

Concur events are accessible to all participants. If you require assistance to fully participate in an event, please speak to a Concur staff member at the Concur Registration Desk. The Cosmopolitan of Las Vegas is a fully-accessible environment and complies with the regulations set by the Americans with Disabilities Act.

Badges

Each attendee must wear his/her name badge to all conference functions to gain admission.

For security purposes, attendees will be asked to provide valid identification in order to pick up their name badge.

Tickets may be purchased at the Concur Registration Desk for guests to attend the Welcome Reception and/or the Social Event. These tickets do not allow access to any other conference functions or meals for Fusion 2011.

Business Center

There is a FedEx Office Business Service Center that provides computer workstations, administrative services, fax, copy, mail, shipping and receiving and material reproduction services. It is located across from the Castellana meeting rooms on the third level.

Cell Phones (and other mobile devices)

Concur requests that all mobile devices (cell phones, smartphones, BlackBerrys®, etc.) be turned off or set to vibrate mode during general and educational sessions. If you must use your phone, please step outside the meeting room to avoid disturbing presenters and attendees.

Client Technical Support

Client support will be onsite to answer your specific technical questions. Stop by the client services meeting room located in Yaletown 3 on the fourth level to request assistance.

Concierge Services

Are you looking for tickets to the hottest show, reservations in the most sought-after restaurants, directions to things on and off the Strip, or information on helicopter tours? All are available through The Cosmopolitan's experienced concierge team, along with any other arrangements you might need to help ensure your stay is a perfect one. Please visit the concierge desk located in the hotel lobby on the first level.

Concur Star

Has your organization seen great success with Concur? Become a Concur Star and share your experiences using Concur through a variety of different marketing activities – you can get involved through case studies, speaking at events, acting as a sales reference and more! Get more information about the program by visiting the Concur Star kiosk near the Concur Registration Desk.

Concur for Smartphones

Using Concur's mobile application is a great way to make sure you're capturing spend, staying in policy and keeping travelers happy! Whether it's approving or creating expenses, travel, or even invoice approvals – Concur's mobile application can handle it. Concur's app is available on iPhone®, iPad®, BlackBerry® and Android™. You'll find instruction guides for yourself and your employees, download tips and more online at Concur Client Central. Want some personalized assistance? Stop

by our Account Management kiosk during the conference at any time to learn how your company's employees can enjoy Concur on their mobile device.

Continuing Education Units

Continuing Education Units (CEUs) are available for all Fusion 2011 educational sessions. CEUs will be issued by the National Business Travel Association (NBTA) and International Accounts Payable Professionals (IAPP). Forms are available at the Concur Registration Desk. Complete the corresponding form and keep it on file as proof of attendance for future audits of continuing education.

Consulting Sessions

Consulting sessions lounge sponsored by Amadeus.



Back by popular demand, we are once again offering a limited number of complimentary one-hour consulting sessions for attendees. You must request an appointment in advance and check-in at the consulting sessions' registration desk ten minutes prior to your appointment. Consulting sessions will be located in the Nolita Ballroom on the fourth level.

Demo Stations

There are eight demo stations providing attendees the opportunity to learn more about the latest Concur solutions. Concur demo stations will have representatives available during designated Exhibit Hall hours. In addition, they will be available from noon to 6:00 p.m. on Tuesday, February 15. Demo stations are located near the Concur Registration Desk in the Mont-Royal Commons on the fourth level.

Educational Sessions Program Policy

Educational sessions are non-commercial forums. Presenters should refrain from using brand names and endorsing specific products. Educational sessions are not to be used for direct promotion of a product or service. Presenters at all educational sessions must refrain from overt statements, harsh language or pointed humor that disparages the rightful dignity and social equity of any individual or group. Please note any violation of this policy on the session evaluation forms.

Emergencies and First Aid

The safety and security of attendees and staff is the first priority of Concur and The Cosmopolitan of Las Vegas. The hotel has an emergency response team 24 hours a day. We respectfully request that you do not call 911 directly. In the event of an emergency, please **DIAL 55555** from any house phone, and security will respond immediately to dispatch local EMS personnel or police as needed. The hotel's Security Department employees, as well as a number of other employees, are trained in CPR and First Aid. For minor First Aid needs, please contact a Concur staff member at the Concur Registration Desk.

Evaluations

In order to evaluate the success of our conference, we will provide you an opportunity to give us feedback on the overall event, educational session content, and networking, as well as suggestions for improvement. You will receive your evaluation upon check-in at the Concur Registration Desk. Once completed, return the form to a Concur staff member at the Concur Registration Desk and be entered into a raffle to win a great prize! Thank you in advance for your feedback.

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Exhibitor Booth Bingo

Exhibitor Booth Bingo Card sponsored by AirPlus International.



Attendees will receive an Exhibitor Booth Bingo Card upon check-in at the Concur Registration Desk. Visit all the exhibit booths in the Exhibit Hall, fill in the squares with initials from the exhibitors, and then return the completed card to a Concur staff member at the Concur Registration Desk in exchange for a raffle ticket to be entered to win prizes! Multiple prizes will be given away during the networking lunch on Friday, February 18. Must be present to win.

Exhibit Hall

The Exhibit Hall will be open during the following designated hours:

Tuesday, February 15

6:00 – 8:00 p.m. Welcome Reception

Wednesday, February 16

8:00 – 9:00 a.m. Continental Breakfast

10:00 – 10:30 a.m. Refreshment Break

Noon – 1:00 p.m. Networking Lunch

3:30 – 4:00 p.m. Refreshment Break

5:00 – 6:00 p.m. Happy Hour

Thursday, February 17

8:00 – 9:00 a.m. Continental Breakfast

10:00 – 10:30 a.m. Refreshment Break

Noon – 1:00 p.m. Networking Lunch

3:30 – 4:00 p.m. Refreshment Break

Friday, February 18

8:30 – 9:30 a.m. Continental Breakfast

10:30 – 11:00 a.m. Refreshment Break

First-Timers' Reception

Sponsored by Amadeus.



All first-time attendees are invited to join us for a special reception taking place immediately prior to the Welcome Reception. We are excited that you are joining us for our premier client event of the year! We want to provide you with the opportunity to speak with Concur staff and executives as well as meet other clients who are attending Fusion for the first time. The First-Timers' Reception will take place from 5:00 – 6:00 p.m. on Tuesday, February 15, in the Chandelier Bar located on the second level.

Happy Hour on Wednesday

Sponsored by Amadeus.



Join us for happy hour and enjoy a cocktail (or two) before heading out for a night on the town! The happy hour will take place from 5:00 – 6:00 p.m. on Wednesday, February 16, in the Chelsea Commons and Exhibit Hall.

Internet Café

Sponsored by Directravel.



The Internet Café will be open during registration hours and is located near the Concur Registration Desk in Mont-Royal 1 on the fourth level. There are several computer stations to provide attendees access to the Internet.

Lead Retrieval

Attendee badges include a bar code and will be scanned for entry into all educational sessions. Lead retrieval technology ensures attendee privacy and confidentiality. The bar code does not contain any private or personal information. Your contact information will only be transmitted if you provide your barcode to an exhibitor for scanning.

Luggage Check

For departures, attendees may check their luggage at no cost in Mont-Royal 2 on the fourth level from 8:30 a.m. – 2:30 p.m. on Friday, February 18. During all other times, please store your luggage with the hotel's bell stand located next to the front desk on the first level.

Meals

The following meal functions are included as part of the conference registration fee for attendees:

Tuesday, February 15: Welcome Reception (Cocktails and Appetizers)

Wednesday, February 16: Breakfast, Lunch, Refreshment Breaks and Happy Hour (Cocktails Only)

Thursday, February 17: Breakfast, Lunch, Refreshment Breaks and Social Event (Dinner and Drinks)

Friday, February 18: Breakfast, Lunch and Refreshment Breaks (Dinner on Your Own)

Mobile Conference Application

A mobile conference application has been created for Fusion to allow conference attendees to have instant access to the agenda, session descriptions, and speaker information, as well as the ability to get details about the location via their mobile device. Attendees can access the conference app from their iPhone®, BlackBerry® or Android™ phones. The conference application will also allow you to view agenda details and read updates from your peers about their experiences at Fusion via Twitter. To download, follow this link on your mobile device <http://www.concur.com/fusion/mobile> and give it a try.

Mobile Device Recharge Station

Sponsored by
BCD Travel.



The advent of Web and mobile apps now demands more battery life on a mobile device, and keeping it fully charged during a daylong event is always a challenge. Our universal mobile charging station is compatible with many popular mobile devices and smartphone brands. The mobile device recharge station is located in Mont-Royal 1 on the fourth level.

Networking Day on Wednesday

We've heard many requests from you to connect with others in similar industries, and we are happy to accommodate these requests. A Concur representative will be on-hand to facilitate the introductions. You'll get to know each other at breakfast, and you'll have the opportunity to reconnect at lunchtime to share your Fusion experiences. We'll also invite you to "keep the conversation going" by establishing online groups for you to stay in touch. Featured industries include: Financial/Insurance, Legal/Law Firms, Pharma/Life Sciences/Medical, College/University/Educational, Non-Profits, Manufacturing, Technology, Consumer Goods/Retail (grocery, cosmetic), Professional Services, Entertainment/Leisure/Travel and Government/Government Contractor.

Nevada Partnership for Homeless Youth

Concur has arranged to donate leftover and unwanted tote bags, water bottles, notepads and pens to the Nevada Partnership for Homeless Youth, a local non-profit organization whose mission is to eliminate homelessness among Nevada's youth. Its Las Vegas drop-in center assists more than 300 juveniles on a monthly basis, providing a place for homeless

teens to get food, clothing, counseling, and shelter. To help in this cause, please return any unwanted conference giveaways to the donation bins

located near the Concur Registration Desk. For further information, please visit www.nphy.org.



Photography/Videotaping

Unauthorized photography and audio or videotaping are not permitted in the Exhibit Hall and general or educational session rooms during the conference. A professional photographer will be on-site to document the event. The photos will be posted to Concur Client Central after the conference.

Presentations and Handouts

For your convenience, electronic copies of session presentations and handouts will be available on Concur Client Central following the conference. Concur will notify you when the presentations are available.

Product Brochures

In an effort to reduce paper output while still giving you the ability to obtain the latest product brochures and information, we have set up a special link on the computers in the Internet Café to allow you to read product brochures, presentation slides and resources. We will keep this link on Concur Client Central after the conference, so when you return home, you can download and keep those resources for your information. Just visit one of our computer stations, click on FAVORITES and then CONCUR CLIENT CENTRAL to gain access to our product brochures and presentations. It's greener for the environment, and it's less paper for you to carry home from the conference. Enjoy!

Registration

Conference registration tool sponsored by SignUp4.



The Concur Registration Desk is located in the Chelsea Commons on the fourth level. Registration will be open during the following designated hours:

Tuesday, Feb. 15	Noon – 8:00 p.m.
Wednesday, Feb. 16	8:00 a.m. – 5:00 p.m.
Thursday, Feb. 17	8:00 a.m. – 5:00 p.m.
Friday, Feb. 18	8:30 a.m. – 2:30 p.m.

Social Event on Thursday

Sponsored by Travel Leaders.



Don't miss out on a memorable evening filled with great food, live music and nonstop entertainment at Las Vegas' first rock venue, The Joint, located inside the Hard Rock Hotel



and Casino! This year's Social Event will feature one of the hottest bands in Las Vegas, The Spazmatics, providing the ultimate '80s experience. The Spazmatics, who are notorious for being "nerds that rock", have been regularly featured at top nightclubs and have performed for many high-level private events throughout the world, including two recent performances at The White House as well as at birthday bashes for celebrities Jessica Simpson and David Spade. In addition, we will have picture booths complete with rock 'n roll props, airbrush tattoo artists, go-go dancers, flair bartenders and much more! The Social Event will take place from 7:00 – 11:00 p.m. on Thursday, February 17. Dress for comfort and play! Tickets may be

purchased at the Concur Registration Desk for guest(s) at \$100.00 USD per person. **Due to Nevada liquor laws, all attendees will be asked to provide valid identification to confirm they are above the legal age of 21.** Shuttle service will begin at 6:30 p.m. from The Cosmopolitan's Porte Cochere.

Shuttle service sponsored by World Travel, Inc.



Social Networking

Connect with us on Facebook or LinkedIn. Follow us on Twitter @ConcurInc throughout the Fusion 2011 conference. Use the Twitter hashtag #concuvents to share your tweets with fellow conference attendees and get highlights on activities throughout the day. You can view updates on your computer or at the Internet Café. After the conference, continue the conversation and share best practices with others in the Concur Client Central community forums or in one of our LinkedIn user groups.

Spa

Exclusively for Concur guests, Sahara Spa & Hammam is offering a Valentine's Package that includes your choice of any two (2) 50-minute spa treatments (excluding HydraFacial) performed in a spa suite for \$230.00 USD, not including 18 percent gratuity. Suite upgrades are dependent upon availability. In addition, Concur has arranged a 10 percent discount off all individual spa services. This discount is not applicable to facility passes for spa or fitness. Mention "Concur" when booking your appointment to take advantage of this offer!

Transportation

Arrivals sponsored by TravelStore.



Departures sponsored by ALTOUR.



McCarran International Airport (LAS) is approximately 4.1 miles from The Cosmopolitan of Las Vegas. For the convenience of our conference attendees, Concur will offer complimentary continuous shuttle service between McCarran International Airport and The Cosmopolitan for arrivals from 11:00 a.m. to 5:00 p.m. on Tuesday, February 15, and departures from 10:00 a.m. to 4:00 p.m. on Friday, February 18.

Unauthorized Solicitation

Business solicitations are only permitted in the Exhibit Hall by representatives of exhibiting companies. Please report any unauthorized solicitation immediately to a Concur staff member at the Concur Registration Desk.

Welcome Reception on Tuesday

Sponsored by TravelFocus.



Join us for the opportunity to expand your network, meet with old friends and make new ones at the Cirque-inspired Welcome Reception. Talk with exhibitors in a more relaxed setting, enjoy food and beverages and revel at the numerous Cirque performers roaming throughout the reception. The Welcome Reception will take place from 6:00 to 8:00 p.m. on Tuesday, February 15, in the Exhibit Hall and surrounding foyers. Tickets may be purchased at the Concur Registration Desk for guest(s) at \$50.00 USD per person.



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