



Unmatched Benefits

- Cost savings and efficiency
- Preferred vendor management
- Travel policy compliance
- Online simplicity and ease-of-use
- Robust, click-and-go planning
- Easy attendee management
- Meeting and travel all-in-one
- Everything online for speed and convenience
- Easily accessible and up-to-date meeting information

Overview

When it comes to meeting planning, what you can't see might hurt you. An estimated 80 percent of corporate meetings are coordinated outside of company travel policies, side-stepping compliance and cost-control efforts. The result is unmanaged costs for everything from airfare and hotels to meeting facilities and car rentals.

GetThere, the leader in travel and collaboration management, now offers a better way for companies to tap into this area of unmanaged spend. *GetThere Meetings* increases visibility into meetings spend and helps with policy compliance, all while streamlining the meeting process for planners.

Travel and collaboration is the second largest controllable expense for many organizations. And the meetings lever can especially help you get a handle on a significant collaboration savings opportunity.

Getting the Most Out of GetThere

GetThere Meetings provides a one-stop experience for any employee who plans a meeting. With its professional-grade tools and advanced functionality, *GetThere Meetings* can serve the needs of professional meeting planners - without trading power for simplicity. Moreover, since it is integrated with *GetThere*, all meeting travel will flow through the travel management system the company already has in place, a great key to getting the most value from your *GetThere* product.

- Easily create online event sites, manage meeting planning, track and report attendee data
- Link travel and meeting data, view travel booking by attendee, plan ground transportation, and track costs and compliance
- Identify meeting-related costs, analyze spend by attendee, vendor and department with sophisticated reporting tools

Flexibility, Efficiency, Savings

GetThere Meetings can fulfill the needs of most meeting planners, from professionals assembling large events, to front-line employees creating a small gathering. By providing users with a powerful and easy-to-use tool, *GetThere Meetings* dramatically increases compliance with corporate travel policies. Employees spend their time more productively, while the company enjoys significant savings.



GetThere

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As Simple as Click-and-Go

Simplicity. It's a word rarely - if ever - applied to planning corporate meetings. With *GetThere* Meetings, the process is dramatically simplified for everyone involved - meeting planners, attendees and corporate travel managers. The steps are easy, but the results are first-class.

- **Meeting Management** – intuitive online registration enables meetings and event planners to create and manage event-specific web sites for virtually any meeting or event. Manage multiple meetings and events from a single, easy-to-use dashboard, track and report attendee registration information in real time, communicate updates and reports on an individual or group basis
- **Travel Management** – accommodates corporate meetings and travel departments that use a GDS to manage their travel, tightly coupling registrants' event data with related travel data. By integrating these two aspects of meetings management into a single system, *GetThere* enables planners to better manage policy compliance, logistics, communications and enterprise reporting requirements
- **Reporting** – comprehensive reporting takes the combined features and benefits of travel and meetings management to a new level, including an unprecedented level of visibility and accountability into total meetings spend

Key Benefits

- **Savings** – Drive down meeting costs by moving your meeting travel online and into policy
- **Visibility** – increase visibility into hotel spend and vendor preferencing, ensuring your meeting planners use company-approved hotels and compliant contracts
- **Presence** – With *GetThere* Meetings you control the branding of your company's meeting invitations and the use of your company's logo within small and large meetings
- **Ease** – *GetThere* Meetings takes the meetings planners through a simple and easy to understand process, from creating a meeting and building a registration site, to sending invitations and running reports
- **Control** – Simple tools let planners easily invite attendees, as well as track their travel plans, accommodations and special needs
- **Power** – A set of robust, professional-grade tools satisfy the needs of experienced meetings professionals
- **Speed** – Employees receive an e-mail invitation and with a single click, can register for their meeting online at their convenience
- **Convenience** – Attendees access a single Web site to register for the meeting, book a flight, reserve a hotel room and rent a car
- **Assurance** – Employees know they are up-to-date on every meeting detail while supporting company policy

Experience Even More Great Service from GetThere

GetThere Meetings is just one innovative aspect comprising the complete *GetThere* corporate online booking system. Contact your *GetThere* representative by calling 1-800-850-3906 or visiting www.getthere.com to learn more.