



### Features at a Glance

- Book simple offsite meetings online
- Access real-time availability and pricing
- Manage employee registration
- Preference suppliers
- Load negotiated rates
- Report on simple meetings activity

### Overview

More than two-thirds of all corporate offsite meetings are “simple meetings,” usually involving fewer than 100 attendees. Most companies don’t know or track the frequency or costs associated with these meetings. Simple meetings policy guidance is generally minimal or non-existent. Booking methods are inconsistent and the booking process is manual and time-consuming.

GetThere has the answer. Now with Worktopia’s Universal Meeting Solution™, business travelers have the ability to search, compare and book meeting space and overnight guest rooms online from the GetThere home page. The Worktopia solution completely automates the process for meeting planners to book space for simple meetings, arrange catering, AV equipment, overnight group accommodations and other amenities in one single online session. Planners will also welcome advanced electronic meeting enrollment tools and online attendee management\* capabilities. Users can book meeting space in hotels, conference centers, business centers and airport lounges throughout North America.

Worktopia provides a one-stop shopping experience for any employee who plans a meeting. By providing users with powerful and easy-to-use tools, Worktopia dramatically increases compliance with corporate travel policies. Employees spend their time more productively, while the company enjoys significant savings. 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.

### Travel and Meetings Integration Benefits

The savings you glean from transient travel expenses only go so far. The Worktopia solution extends the reach of travel programs. Improve policy compliance, increase online adoption, streamline small meeting planning procedures and most importantly, help the bottom line.

- **Company Benefits** – Companies experience increased savings attributable to small, corporate meeting expenditure through improved preferred vendor management and increased travel policy compliance.
- **Travel and Procurement Manager Benefits** – Procurement professionals get more visibility into small, simple meetings spend for improved budget planning and cost control. Travel managers experience better traveler satisfaction, along with improved compliance with corporate travel guidelines.
- **Meeting Planner Benefits** – Meeting planners benefit with easy-to-use online attendee management capabilities and quick access to company preferred vendors and rates, as well as easy tracking of all past, present and future meetings.
- **Traveler Benefits** – For travelers, it’s convenient and speedy one-stop shopping when it comes to travel planning and meeting registration.



## GetThere

3150 Sabre Drive  
Southlake, TX 76092  
1.800.850.3906

[www.getthere.com](http://www.getthere.com)

### Benefits at a Glance

- Manage, analyze and control meeting spend
- Increase savings on small corporate meetings
- Improve budget planning and cost control
- Ensure compliance with corporate travel guidelines
- Ensure compliance with company preferred vendors and rates

### How It Works

The first and only real-time booking engine for simple meetings, Worktopia contains live inventory from thousands of hotels, conference centers and other meeting venues. Corporate meeting planners, travel agents, travel arrangers and authorized employees can easily access Worktopia online via GetThere. Whether it's hundreds of meetings a year or simply a few, corporations save time and money by gaining control at the point-of-sale for all simple meetings.

Worktopia's online booking engine is an enterprise-wide, Web-based solution that allows users to search, compare and book meeting space, AV, catering and guest rooms at meeting space venues in one seamless, online real-time session. Worktopia offers a host of corporate meeting services, including the ability for supplier preferencing, negotiated rates, email alerts, single sign-on and more.

### Travel and Meetings Integration Features

- Search live inventory
- Compare live quotes online
- Book in real-time
- Configure and book meeting space
- Define dates and number of attendees
- Specify amenities
- Arrange for catering and AV equipment
- Book overnight group accommodations for up to 100 attendees
- Invite and register attendees
- Promote events

### Take Control of Unmanaged Spend

Take measures to optimize even more of your travel spend by bringing simple meetings into the online travel procurement process. Manage those smaller, simple meetings (up to 100 attendees) in just minutes and watch this spend become part of your overall tracking and reporting process.

With GetThere and Worktopia, meeting planners and travel arrangers can search multiple properties, compare detailed online quotes and book everything in a matter of minutes. Quotes include meeting rooms, catering, AV equipment, all services, amenities and even guest rooms. Say goodbye to phone tagging, paperwork and days spent negotiating back and forth to plan simple company meetings.

### Experience Even More From GetThere

Worktopia is just one innovative aspect comprising the complete GetThere travel procurement solution. A majority of the FORTUNE 200 and the BTN Corporate Travel 100 rely on GetThere to streamline processes, improve supplier and contract management, and achieve ongoing and sustainable savings in corporate travel spend.

Contact your GetThere representative by calling 1-800-850-3906 or visiting [www.getthere.com](http://www.getthere.com) to learn more.