

# VENUE SOURCING

Successful meetings and events change behaviour and have a positive effect on business performance. The right venue is often the catalyst for this change. As well as pinpointing the perfect destinations and accommodations for your events programme, we'll enable you to maximise value, increase compliance and reduce risk by leveraging our global relationships, spend and reputation.

STRATEGY & INSIGHT

VENUE SOURCING

DELEGATE MANAGEMENT

EVENT MANAGEMENT

CREATIVE PRODUCTION

MEASUREMENT



## Venue research

From the famous and familiar to the latest and most creative spaces, our consultants will find the venue that's exactly right for you, your delegates and your event. We conduct regular site visits, market research and supplier engagement activities, and attend industry showcases. And because we lead the market in global spend each year, we have the leverage – and the knowledge – to obtain the best possible dates and prices.



## RFP and proposal management

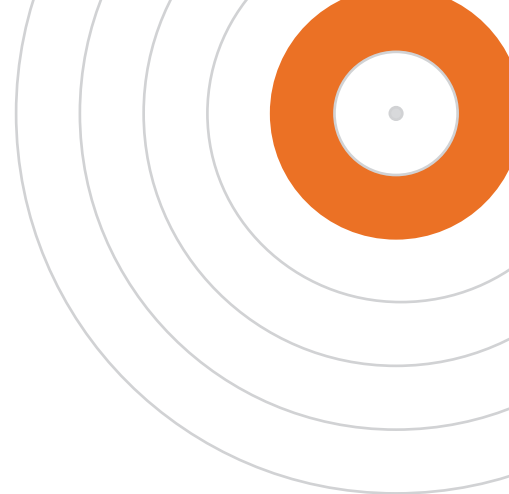
We make it easy for you to compare venues and budgets by providing you with detailed proposals. Our consultants manage the entire RFP process for you, including negotiating the best possible rates and added value packages on your behalf.



## Contracts, authorisations, cancellations and payment management

Not only do we leverage our excellent supplier relations to negotiate the best savings and concession packages tailored to your booking, we also mitigate risk by securing the most beneficial terms and conditions for you. Our team controls cancellation terms and, if necessary, will support the resale of cancelled space through our network of clients. All cancellations are highlighted on our proprietary booking system, and on clients' third party booking tools.

From invoice checking to reconciliation, we will then work with a variety of payment methods in line with your financial policies. We work directly with your purchase order and authorisation systems to ensure compliance with your sourcing programmes and financial policies.



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### Site inspections

Our consultants will save you time by organising and planning detailed itineraries for site visits and, where appropriate, accompany you to provide support on-site. With experienced eyes, we'll spot even the finest detail and can provide advice and support on how the location can be used to best benefit your activity programme.



### Data management and reporting

You'll be able to see the complete picture through our market-leading business intelligence. Instead of traditional reporting, we have developed a suite of dynamic reporting tools that create detailed dashboards to highlight key information for you and your stakeholders. As well as top-line information, you can drill down to the detail of your entire meetings and events activity - including spend, participation and performance - for the current year, or over a defined time period. We also provide you with regular analysis to inform your strategic decisions.

If you choose to partner with us regularly, we can support you in creating a preferred meetings programme to help you consolidate your activity, resources and spend, locally or globally.