



# GetThere DirectMeetings

## Overview

When it comes to meeting planning, what you can't see might hurt you. An estimated 80 percent of corporate meetings are coordinated by employees outside of company travel and procurement departments, 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 DirectMeetings*<sup>™</sup> can fulfill the needs of every meeting planner, from professionals assembling large conventions, to front-line employees creating a small gathering. By providing users with powerful and easy-to-use tools, *DirectMeetings* dramatically increases compliance with corporate travel policies. Employees spend their time more productively, while the company enjoys significant savings.

## Getting the Most Out of GetThere

Available as a standard offering within the *GetThere* online travel procurement solution, *GetThere DirectMeetings* provides a one-stop shopping experience for any employee who plans a meeting. With its professional-grade tools and advanced functionality, *DirectMeetings* 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.

## Company Benefits

- > **Cost Savings** – Drive down meeting costs by moving your meeting travel online, and use the DirectMeetings Cost Estimator tool to identify the most cost effective destination for your meeting
- > **Visibility** – Services like GetThere Location Search increase visibility to hotel spend and vendor preferencing, ensuring your meeting planners use company approved hotels and compliant contracts
- > **Control** – With *DirectMeetings* you control the branding of your company's meeting invitations and the use of your company's logo within small and large meetings

## Meeting Planner Benefits

- > **Easy to Use** – *DirectMeetings* takes the meeting planner through a simple and easy to understand process from creating the meeting and building a registration site, to sending invitations and running reports
- > **Attendee Management** – Simple tools let planners easily invite attendees, as well as track their travel plans, accommodations and special needs
- > **Power and Simplicity** – A set of robust, professional-grade tools satisfy the needs of experienced meetings professionals
- > **Multilingual Meetings** – *DirectMeetings* registration sites are available in multiple languages



## DirectMeetings at a Glance

- > Integrated Meeting & Travel Planning
- > Wide-Ranging Policy Compliance
- > Advanced, Expanded Cost Control
- > Online Simplicity, Powerful Reliability



## Benefits All Around

### The Company –

- > Cost savings and efficiency
- > Preferred vendor management
- > Travel policy compliance

### The Meeting Planner –

- > Online simplicity and ease-of-use
- > Robust, click-and-go planning
- > Easy attendee management

### The Traveler –

- > Meeting and travel all-in-one
- > Everything online for speed and convenience
- > Secure, simple access for guests



**No Boundaries.  
Just GetThere.**

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## Traveler Benefits

- > **Speeding the Process** – Employees receive an e-mail invitation and with a single click, can register for their meeting online at their convenience
- > **Making Travel Easy** – Attendees access a single Web site to register for the meeting, book a flight, reserve a hotel room and rent a car
- > **Guests, No Problem** – *DirectMeetings* allows meeting attendees without access to the company travel site to book their travel online. *DirectMeetings* puts the necessary controls in place to facilitate this online booking process

## As Simple as Click-and-Go

Simplicity. It's a word rarely – if ever – applied to planning corporate meetings. With *GetThere DirectMeetings*, the process is dramatically simplified for everyone involved – meeting planners, attendees and corporate travel managers.

Backed by the robust technology and expertise of *Sabre Holdings®* and *GetThere®*, *DirectMeetings* guides each user through an automated process. The steps are easy, but the results are first-class. Here is how it works:

### Finding an Ideal Location

- > **Hotel Searches** – The meeting planner uses the *GetThere* Location Search service to identify the right property for their meeting to include compliance with company meeting policy and preferred property locations
- > **Cost Estimator** - Our one-of-a-kind cost estimation tool allows a meeting planner to estimate the airfare and guest room cost for a meeting based on historical bookings over the previous 12 months
- > **Space Calculations** – Using the built-in room size calculator, the meeting planner can evaluate various meeting room configurations and determine how much space is needed

### Registering

- > **Online Registration** – When they receive their invitation e-mail, users simply click to reach the event's Web site to register for the meeting
- > **Open Registration** – A very helpful service if your meeting is open to anyone wishing to attend. Invitees can accept, decline or forward the invitation to other possible attendees

> **Single-Site Booking** – After registering for the event, meeting attendees are a click away from their *GetThere* site where they can book air travel, hotel rooms and rental cars

> **One Meeting, Two Registration Sites** – *DirectMeetings* has the power to let you manage your registration sites to accommodate the needs of your attendees. Use our enhanced technology to display your registration sites in one of several different languages, or use this feature to create a separate registration site for a particular attendee type

## Managing the Event

> **Attendee Tracking** – Meeting planners can track and report key attendee data, including invitation, survey questions and room block responses, check-in and check-out dates, as well as arrival and departure information, making managing your meeting data simple and organized