



GROUPIZE Reign In Your Small Groups and Simple Meetings

SOURCING

REGISTRATION

REPORTING

THE PROBLEM

“80% of Events & Meetings are coordinated by employees outside of company travel and meeting departments”

In most organizations, the planning of small meetings and simple events is decentralized. Unmanaged costs and non-compliance is rampant when Admins plan meetings and events without tools, support or oversight.

Corporations have been looking for solutions to take control of the gap between their business travel and meeting programs but the existing self-booking tools, transient sourcing processes and eRFP meeting tools simply don't support the needs for this category of travel.

Contractual liability, duty of care, compliance and operational efficiencies are easily ignored by Travel Arrangers who are reliant on phone, email, spreadsheets and manual efforts to manage their meetings.

Now you can take control of the chaos and reign in your largest area of rogue spend, non-compliance and risk...particularly if your transient or strategic meeting management programs are mature.

THE END TO END SOLUTION

Groupize Meetings was designed for all types of small and medium size events and meetings. Whether you need to manage an intimate luncheon for your board of directors or a multi-day training session for 75 attendees requiring travel, **Groupize Meetings** will capture, manage and report on your event. Now the entire process of **sourcing, booking, tracking and managing** small groups and simple meeting is easy.

With **Groupize Meetings** you can:

- ✓ Reign in your spend with process automation including Concur and GDS integrations
- ✓ Improve your negotiating position with hotels by leveraging your transient and all meeting spend
- ✓ Reduce risk by centralizing approvals and contract signatures
- ✓ Share reports with all stakeholders
- ✓ Showcase savings as well as identify cost savings and risk mitigation opportunities

“We have 12 corporations on Concur Meetings. Now that I see what your product does, all of our Concur corporations will need this.”

Director, Meetings of a CMI Top 25 TMC

GROUIZE MEETINGS

The Only Strategic Management Platform Designed Exclusively for Multi-Room Bookings, Simple Meetings and Group Travel

Contact us today to learn more and schedule a live demo



WHY NOW?

Two-thirds of your meetings are small or simple.

Groupize Meetings is the first solution for enterprises to source, book, track and manage all requirements for small meetings in one easy application. Our intuitive user experience is ideal for the occasional travel arranger such as admin's and marketing staff, as well as professional planners, travel managers and procurement staff.

“Groupize fixes small meetings which is one of the largest area of spend that we all need to figure out. I love their Concur integration. We are going to implement it.”

Director, Strategic Sourcing
T&E & International Travel Manager of the Year

STRATEGIC SOURCING

- ✓ Instant booking of up to 9 rooms at your transient rates; add names and payments from Concur profiles and booking pushed to Concur itineraries
- ✓ Get eBids from your Preferred Hotels for Sleeping Rooms, Meeting Space, F&B, AV requirements
- ✓ Easy automated workflow to receive competitive bids, communicate with hotels, negotiate, request concessions, obtain internal approvals and centralized contract signature
- ✓ “Magic eMail” aggregates all bids into your dashboard, no extranet for hotels to learn!

ATTENDEE REGISTRATION, INVITATION, COMMUNICATION & MANAGEMENT

- ✓ Create professional, customized, mobile registration sites in minutes with direct secure sign on from Concur
- ✓ Communicate by email, text or private invitations to employees or create non employee profiles
- ✓ Automated tracking of all Concur Travel Expenses for each meeting Attendees can register for the meeting and book travel in Concur simultaneously in one seamless process
- ✓ Hotel and flight information captured in real time and added to individual itineraries in Concur
- ✓ Mobile access for attendees with event info and travel details in one



REPORTS & DUTY OF CARE

- ✓ Pull complete spend reports for all travel related to your meetings
- ✓ Operations reports including all attendee and travel information required to manage a successful event
- ✓ Transient and Meetings reports including spend, production at preferred hotels, negotiated savings and more
- ✓ Automated tracking of all Concur Travel Expenses for each meeting