

# ONE source for complete meeting planning

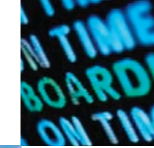
Here is what you can count on:

- We are true meeting travel specialists
- We will provide you with total assistance throughout your program
- We will develop a program with its own distinct character for your organization
- Your meeting will be as important to us as it is to you

## Special meeting services:

- Program management by professional meeting travel coordinators
- Comprehensive site and property evaluation and inspections
- Expertise in itinerary and event planning
- Distinctive program design and theme development
- Supplier negotiations and contracting
- Coordination of all land and air arrangements including participant registration and information management
- Planning of ground transportation and food and beverage services
- Creative promotion of all collateral materials including custom designed kick-offs, teasers, and direct mail campaigns
- Selection of pillow gifts and special room amenities
- Recommendations and coordination of speakers and entertainers
- Pre- and post-meeting tour planning
- Special activities for spouses and family members
- On-site program management
- Complete auditing and account reconciliation
- Post trip evaluation

“Meeting Partners is consistently providing John Hancock with top quality service. We find the agents to be friendly, knowledgeable and dedicated to ensuring that all of our travelers are happy.” JT – John Hancock



## One source for complete meeting planning

Drawing on over 100 years of skilled travel management experience, we'll take care of every detail – just as you would. We'll help you plan the overall program, the flow of the meetings and the specific events that will create the impact you want. From site selection to billing and final account reconciliation, we're there for you so that when you are at your meeting, you are completely free to conduct your business.

### Site selection

Where and how you meet says a lot about you and the way that you do business so we will help you secure a site – and plan events – that will suit your particular style and company culture.

Once you have selected your venue, we'll work with you to ensure that you are obtaining the best prices for the services you have contracted. Because of our standing as one of the thirty largest travel management companies in the United States, it's not unusual for us to obtain savings on airfares and hotel rates of forty-to-fifty percent or more. We are specialists in the complexities of zone airfares and we can frequently get airlines to waive rules and hotels to grant special concessions. Free rooms...an extra cocktail party... discounted rates for audiovisual equipment. These savings add up!

### Comprehensive solutions for registration, housing and flights

**Meeting Partners** has taken the trip registration process to a whole new level by offering the travel industry's most fully integrated Internet registration, housing and travel management solution. Using real time, cutting-edge technology, your travelers can now plan their entire event experience online – in one place, any time of day or night.

We routinely create customized registration websites and special event agendas for multiple meetings containing all the information your travelers will need to know. Registrants can even make their meal selections and book their optional tours online.

You will receive progress reports with all types of invaluable data about your meeting. Our system can even prepare your name badges for attendees!

With one centralized database from which you can share and source data, the savings to you will be huge, in both administrative and operational costs.

### On-site service

On the scene, we'll supervise all the aspects of your meeting to ensure brilliant execution of your planned event. To make certain that every last detail of your special occasion is carried out the way you want, we meet with the entire meeting-site staff to acquaint them with your unique requirements and schedules.

Everyone from the head chef to the bell captain will get a daily run-down of your meeting's activities. And, because we know that even the best-laid plans sometimes go awry, we have developed a meeting checklist as long as our experience. It's composed of the obvious – and the obscure.

We will want to know who's in the next room and how loud they are likely to be; whether there is a spare bulb for the slide projector; whether the soda is ice cold and the coffee steaming hot. If a problem does occur, it will be resolved quickly, without disturbing you.

### Our people are the best

Besides our sophisticated technology, size and clout, it is our people who represent our real point of difference. They will all ensure that your entire program functions like clockwork.

Our organization prides itself in attracting, training and retaining personnel who espouse the skills, knowledge and attitudes essential to delivering superior customer service. What's more, our staff is friendly, efficient and enthusiastic. After all, our objective is long-term customer relationships.

### Event reconciliation

When your meeting is over, our work still isn't done. We'll review your master account, approve bills for payment and provide a final reconciliation to you as a matter of routine.

### Save time and money

Best of all, our meeting expertise – and all of our services – can help save you money. That's because we use our superior buying power to obtain the best prices possible. And even more important, we'll save you countless hours in internal staff time and headaches.

Meeting planning is our business. It shouldn't have to be yours. So, next time you need to plan a meeting, call **Meeting Partners**, your partners for excellent meetings.

Whether you are holding a full-blown conference with hundreds of attendees or just a small executive retreat for your top officers, you can rely on **Meeting Partners** for meticulous planning, flawless execution and a clear and unwavering commitment to provide superior personal service.



**MEETING**  
PARTNERS

**PARTNERS FOR EXCELLENCE**

**MEETING**  
PARTNERS

a division of



To learn more about our services:

**800.690.2078**

[meetingsales@colpittswt.com](mailto:meetingsales@colpittswt.com)

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

Planning a meeting today is an enormous amount of hard work. It involves a lot more than just selecting dates, an appropriate destination and some program events. That's why it is so critical for you to select true meeting professionals like us, **Meeting Partners**. We have the knowledge, creativity and the practical experience you need to help you arrange the *perfect meeting*.

If your organization has its own in-house meeting-planning team, **Meeting Partners** will be happy to work with you only in those areas in which you feel you may need assistance. Here are some of our services that may be purchased individually:

■  
**Book and ticket flight reservations with meeting discounts**

■  
**Site selection and negotiation of room rates**

■  
**Online registration and data capture**

■  
**Special event coordination**

■  
**Fulfill on-site staff needs**