



ConferenceDirectSM

Meeting Planning Made Simple.

"We Promise to SAVE you Time and Money"

Promise commitment, guarantee, assurance...these are words that all too often get thrown around when trying to win your business but aren't always delivered. As your **ConferenceDirect** representative, my promise to save you Time and Money and to make sure your event is a complete success is the covenant that I have built my business around. The following explains exactly how I deliver that promise **AT NO COST!**

HOW DO I SAVE YOU TIME?

- I prepare a comprehensive Request for Proposal (RFP) for you listing all your specific meeting, guestrooms, audiovisual, food and beverage, and recreational requirements. I will distribute the RFP to hotels and venues that meet your search criteria (location, facilities, etc.) and I will work within your designated time line.
- After all reply's are received from the hotels and venues, I will provide you a detailed Customer Response Form outlining each facilities price offering and an overview of the facilities and services offered at each location.
- I will field calls from all hotels and vendor's to whom the lead was sent and will respond to all vendor questions and requests regarding the RFP.
- While I "Manage the Vendor's", your time can be spent on the meeting/event content or other corporate/association objectives.
- I am an "all hotel brands" Sales Office working on your behalf. Instead of having to contact multiple hotels, I am your single point of contact.
- ConferenceDirect has pre-negotiated contract terms with major hotel companies that benefit our clients. No longer is it necessary for you to spend your valuable time haggling over contract language or terms with hotels. Leave the negotiating to me.
- If a site visit of a prospective or selected hotel is required, I will arrange a complete itinerary for that visit that accommodates your busy schedule. I will also accompany you on the site visit, if you prefer.

HOW DO I SAVE YOU MONEY?

- There is **NO CHARGE** for my Site Research and Contract Negotiation services. While ConferenceDirect is paid a commission by the hotel, we have pre-negotiated no add on clauses with major hotel companies. This clause guarantees that your rate was not affected by our commission.
- I act as an extension of your staff with your companies best interests in mind. No salary, no insurance, no employment costs of any kind.
- ConferenceDirect is highly regarded and respected throughout the hospitality industry. In 2009 ConferenceDirect associates booked over \$200 million dollars of guestroom revenue with hotels and resorts worldwide. This volume provides us with more buying power than most individual companies or organizations.
- My 20 years of meeting planning, hotel and education experience provide me the expertise to negotiate the very best rates and terms for your meeting/event.

THANK YOU FOR YOUR CONSIDERATION!

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