

Meetings Management/Consolidation

Objective

Assist with developing a systematic approach to managing client's \$143 million in annual meeting travel expenditures

Methodology

- Assess current methods and expenses to establish baseline
- Develop vision of ideal approach for client
- Overlay marketplace realities and client culture to modify vision
- Develop RFP specifications and identify 8 travel management companies as potential bidders
- Evaluate responses to RFPs and depict responses in consistent format with high level of detail
- Assess strengths and weaknesses of each bid; recommend finalists
- Perform site visits of each finalist, reviewing operations / technology and interviewing management
- Recommend appropriate vendors

Client

\$40 billion Fortune 500 company

Contact

Director, Global Travel Procurement and Management

Results

Client implementation of a sophisticated meetings management program utilizing state-of-the-art technology / processes providing better quality services, lower prices, and more detailed information about the annual meetings spend.

The program has an estimated net savings of over \$20 million in its first year.



Length of Engagement

9 months

Output

75-page report summarizing bids in an easy-to-read, easy-to-compare style; 3-hour interactive session with client; advice and information on demand



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