



## AMERICAN EXPRESS MEETINGS & EVENTS

# MEETINGS EXPRESS™

*The best online tool to book and manage small and simple meetings - with the right level of support when you need it, wherever you are holding your meeting or event.*

Small and simple meetings will play a big role in our industry moving forward. As small meetings grow in importance, so will the need for policy compliance, visibility, and duty of care.

With Meetings Express™, we can support your small and simple meetings and events needs - whether that's meeting face to face, or in hybrid or multi-hybrid format.

With over 400,000<sup>1</sup> hotels and unique venues, Meetings Express™ can save you both time and money. It helps promote policy compliance with properties that align with your preferred suppliers, and will help provide visibility of your meetings and attendees.



### QUICK AND SIMPLE BOOKING PROCESS

- Easy to use search functionality
- Book directly through an inventory of over 400,000<sup>1</sup> available hotels and unique venues with continuous expansion
- Prioritize and drive adoption of preferred suppliers and those with post COVID-19 regulations



### BETTER RATES, TERMS AND CONDITIONS

- Standardizes the way your company sources hotels and unique venues
- Provides the ability to add your pre-negotiated rates
- Helps apply your policies, preferred suppliers and custom terms and conditions



### MEETING AND ATTENDEE VISIBILITY

- Provides visibility into where your meetings and events are being held
- Helps capture, report and understand more spend
- Supports attendance tracking and duty of care through attendee management feature

*1. Based on technology inventory within the Meetings Express platform, as of July 2020*

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## KEY FEATURES

- Work with one strategic partner rather than contracting with various small meetings platforms independently.
- Browse over 400,000 hotels and unique venues, book live inventory where it's available, or complete an intuitive eRFP form.
- Load pre-negotiated rates based on preferred supplier agreements.
- Prioritize suppliers within the tool with 15-18% saving on booking rate.<sup>2</sup>
- Experience shorter turnaround times with 20-30% saving on sourcing time.<sup>3</sup>
- Set booking rules/approvals as per technology functionality.
- Have more visibility on meetings spend with combined large and small meetings data via consolidated reporting.
- Have greater visibility of where you are booking your meetings/events and where your attendees are.
- Support hybrid approach with smaller group sizes.
- View safety and cleanliness measures hotels and unique venues have put in place.

*2. & 3. Based on data from Meetings Express platform as of July 2020*

**For more information, please contact**  
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