



## GTR Meeting & Events

is a full service meeting planning company specializing in venue research, contract negotiations, meeting and event management, web-based conference registration and lead retrieval. We customize our services to meet each client's individual meeting needs. Our team is able to help plan conferences and events of all sizes.



Customer satisfaction and strong long-term relationships are our goals. We provide attention to detail and personalized services for each event we contribute to every year. We work with you to ensure successful, memorable events.

# Meetings & Events

bring together the elements of success

Meeting Planning Services

Conference Management

Site Selection

Contract Negotiations

On-site Staffing

Lead Retrieval and Attendance Tracking

Online Registration

## bring together the elements of success

### Domestic & International Site Selection

Researching an event destination is often only the start of a very time consuming process for you and your organization. At GTR Meetings & Events (GTR), we have assembled a team of experts in domestic and international hotel markets that will save you valuable time securing the perfect venue for your meeting or event

Our "Key Account" status with all major hotel chains gives your organization added negotiating strength due to the volume of business GTR represents and our close relationship with our hotel partners. With high priority placed on your budget, geographic preference, and your overall vision of the event, we search out your best options and present a comprehensive summary of hotel details and offerings.

### Contract Negotiations

At GTR Meetings & Events, our extensive experience in booking thousands of events over the past 11 years helps our staff stay abreast of the most current industry concessions and standards that will help you in securing the most favorable contract possible for your organization, including the most competitive room rates with the most generous complimentary offers and upgrade options, as well as the most comprehensive meeting space details. We work diligently to limit your overall financial exposure in regard to attrition and cancellation penalties in the negotiation process. Trust GTR to help negotiate the most favorable final contract.

At the completion of your event, we will provide you with a GTR Savings Report itemizing the negotiated points of your contract and the associated cost savings.

### Meeting Planning Services/Conference Management

GTR Meetings and Events understands all the major issues in Meeting Planning such as timing, organization and the countless other details involved in producing a successful event. Our planning experts have proven leadership, communication and relationship practices that set us apart and have gained us accolades from our meeting partners.

We will partner with you in producing your event paying attention to details such as proper budgeting, logistics, on-site staffing, themed events, entertainment and activities, as well as menu planning and so much more. We offer an elevated level of involvement with all of the relevant parties (hotel personnel and management, production teams and event venue personnel, etc.) to ensure you have outstanding support for your organization's successful event.

### Online Registration, Web Page Creation and Credit Card Processing

GTR Meetings and Events can meet your registration requirements with secure online registration and credit card payment processing services through our partner, On line - Reg.com. We accommodate your online registration requirements with 128-bit SSL Encryption on every web server offering standardized or affordable custom web page creation and web tools, built to your exact specifications for each event. The look and feel of all web pages and reports will be your company, your event.

There is no need for you to learn how to build your own website. We offer affordable web tools that we program to meet your needs for each event. Solutions for payment collection, activity selection, roommate pairing, sponsorships, membership management, trade show information or almost any custom field of information or solution you may require. Your designated team members will have real time, secure internet access to your custom online attendee registration reports any time, night or day, seven days a week! Of course, we offer full service live registration at our offices and at your event site, as well as badge creation.

### Lead Retrieval and Attendance Tracking

Within our customized lead retrieval program at GTR Meetings and Events, we have the ability to encode your participant's name badge with a variety of data of your choosing, allowing for a streamlined flow of valuable information you or your exhibitors may require to increase efficiency, increase revenue, target sales efforts or for use in strategic planning. Utilize this technology for your attendance tracking to capture interest in a particular breakout, exhibit or product.

### On-site staffing

Our mission is to provide you with the most experienced, dedicated on-site management and personnel to ensure a successful event from start to finish, 24 hours a day while we are on-site. We can act as a seamless extension of your production team and organization, managing the logistics of the event, interfacing with the entire event production chain, ensuring that the details are carried out as planned and to resolve unforeseen issues as they arise so your staff can focus on other issues ensuring a successful production of the event. We work hard to make you look good!

Contact us to plan your next meeting or event. Call to discuss the range of possibilities that will meet your objectives and make you look great.

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