

## Meetings and venues

Meetings experts on hand to maximise your own internal meeting space, or source, negotiate and secure external meeting venues that meet your objectives.

62,000 +

Meetings organised each year.



Times winner of M&IT awards.



In C&IT top 50 UK agencies.

We really know our stuff about meetings and venue-find. So whether you're experienced in this market, or don't know your 'SMMP' from your 'M&E', our multi-award winning team can help you achieve your goals.

We provide the highest levels of professionalism, ensuring we help you create valuable meetings every time.

### Big or small – we source

We appreciate that no single venue is the same. And whether you're organising a meeting for 10 people, a conference for 500 or a complex schedule of training, our specialists can help you.

We know our sector inside and out. With first-hand experience and by understanding your brief on how the venue should meet your objective, we know what will work – and what won't.

As one of the markets biggest buyers we have scale and leverage with our suppliers to ensure we get you the best terms and price. Our database covers everything from city centre locations to the more rural and unusual properties from castles to theme parks.

### Making it work for you

Depending on the meeting and individual objectives will determine what approach we take.

Our simple meetings booking technology ensures your preferred venues are clearly visible and promoted to your employees. We can integrate your company meeting rooms too, with all of your policy and authorisation processes built-in.

For those more complex meetings, our experts will work with you personally to provide additional support outside of simply sourcing the venue. We'll carry-out site inspections, determine whether travel and logistics are required, assist in menu design or support your AV requirements.

### Behind the scenes

We'll carry out everything from contract signing, health and safety checks, delegate tracking, through to final payment solutions.

All this provides us with relevant data which allows the ability to shape effective meetings policies (SMMP) making your budgets and investments go further.

## Perfect spaces

We understand organisational budget pressures and the need to avoid unnecessary costs. That's why we work with our customers to maximise the use of their own internal office meeting space before their employees book external venues.

It helps avoid any unnecessary travel too, and it's the basis of the most cost effective SMMP that we develop.

## Putting your people first

Through our extensive supplier relationships, we offer you an exclusive range of benefits to improve traveller and meetings delegates' experiences, looking after their wellbeing, and adding value at every opportunity.

And our security reporting means you can see who has booked

which venue and contact your people during an emergency.

## Thinking smarter

We offer you all of the management information (MI) you'd expect. Being smarter about data insight and analytics, we can spot trends to demonstrate the total cost of your meeting and even challenge the need for the meeting in the first place.

## Consolidation

We support you every step of the way. And that's not just with venue-find and negotiations.

By putting meetings at the heart of your travel programme, we can offer consolidated benefits, single contract management and payment solutions. Our ability to consolidate these solutions sets us apart.

## Scalability to deliver

No matter the scale of your business, through our award winning people, specialist technology, strong supplier relationships, comprehensive MI and approach to risk management, we have the ability to cater to every need.

If your meetings or conference requirements expand, our event management experts can manage your entire project to deliver an immersive experience and memorable event.

## Value to you

- Dedicated team of 150+ meetings specialists.
- Experts in training, learning and development, team building and delegate travel.
- Our database includes 300,000+ venues, hotels, and conference settings.
- 'The Collection' – our independent and small supplier initiative helps us cater for your every need.
- Saved over £1.2m venue cancellation charges for our top 10 customers in 2016.
- Managed 1/2 million internal meeting rooms through our in-house technology per annum for one customer.
- Secured £10m+ savings over three years for one customer.

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“The Capita team continually support us to maximise the use of our own internal meeting space. And when needed, secure the most suitable and sustainable venue for our external meeting needs.”

Travel Manager

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If you'd like to know more, get in touch with a member of the team:

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