

ONLINE MEETING TOOL GUIDE

FROM NOW ON,
BOOK EVENTS IN A MORE SUFFICIENT WAY



meetago powered by **HRS**

My Profile | Infobereich | Login | UK

Your search for

- Meetings & Events
- Guest Rooms & Group Travels

Cologne

Start date: 16.09.2015 | End date: 16.09.2015

Within a radius of...

Search Hotels

Advanced search

All hotel chains | All categories

Event data

Attendees	Event rooms	Single rooms	Double rooms
+ 0 -	+ 0 -	+ 0 -	+ 0 -

Search Hotels

Direct Savings of up to 9% through a more favourable Procurement

Trade fair dates

15. Sep 2015 - 17. Sep 2015
Zukunft Personal... | Cologne

16. Sep 2015 - 17. Sep 2015
dmexco | Cologne

© auma.de

1 Enter the key data for your event here, it will be used automatically for the detailed planning

2 Click "Search Hotels"

Trade fair dates

15. Sep 2015 - 17. Sep 2015
Zukunft Personal... | Cologne

16. Sep 2015 - 17. Sep 2015
dmexco | Cologne

© auma.de

Relevant trade fair dates from the AUMA database are displayed here

German

French

Dutch

Spanish

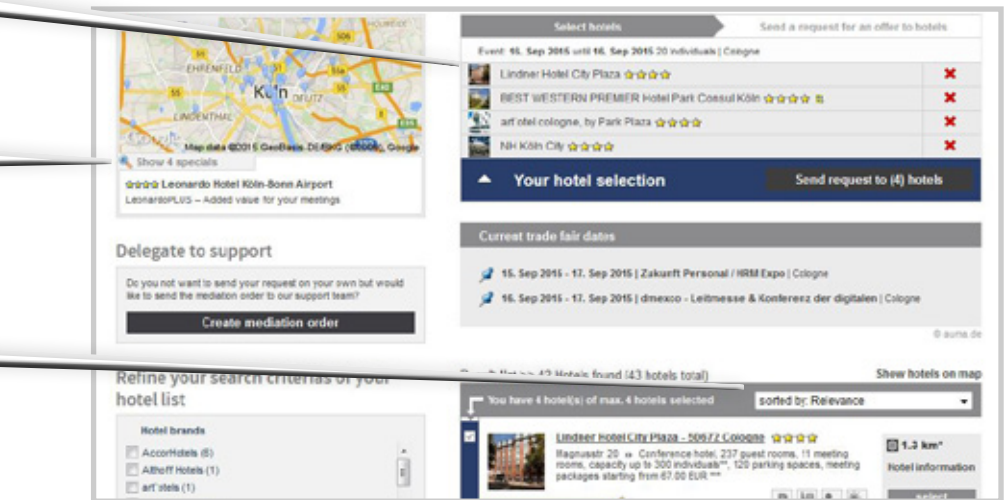
Individual language selection

You can select up to four hotels in the results list. According to your request, it displays hotels only that offer sufficient capacities.

1 Your hotel selection

2 Google Maps

3 Sorted by: relevance, city, distance, etc.

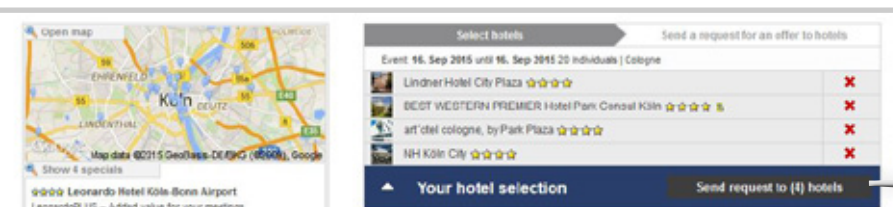
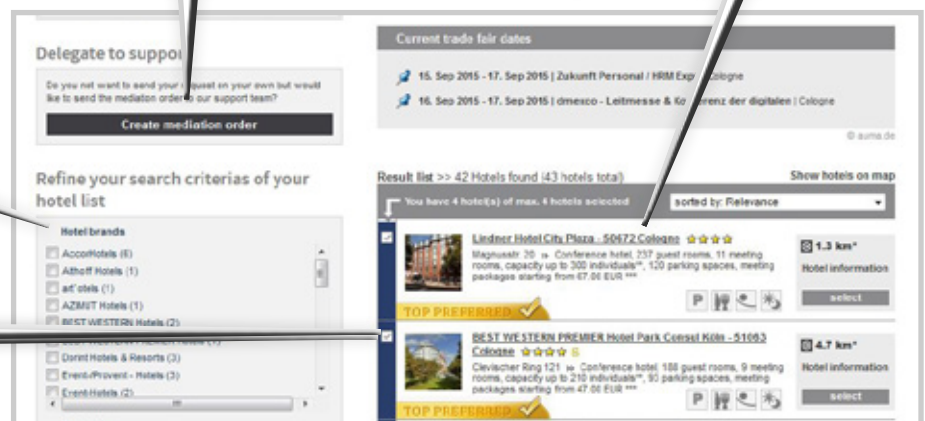


4 Forward your event request to the support team during the search

5 Click on the hotel name for hotel details

6 Search criteria to refine the hotel selection

7 Selection button for chosen hotels



8 Next, click "Send request to hotels"

meetago
powered by



1 Define your event data, event rooms, and conference equipment, meeting room equipment, refreshments, as well as additional services

2 Here, you can save your request, also as a template for future events

3 Define the guest rooms on the next page. Additional guest rooms can be defined after clicking "Save and continue"

4 State your contact data, agree to the Terms of Use, and click "Send request to hotel"

account: Tester, Testy

Overview of booking requests »

Templates for new requests »

Statistics »

Change profile »

Change password »

Management company and departments »

Communications »

Management » Private appointments »

Support » Overview » My organizers » My support cases » All follow-up lists »

Delegate support

Do you not want to save your request on your own but would like to send the media order to our support team?

Create a media order

Define conference requirements

On this page you define what your conference needs are for that selected day.

Should you have an event lasting a few days, you can confirm this information at the bottom of the page for the event days following or after "Save and continue" you can re-define your needs for the other event days.

Save request as template

You can store this event as template for future requests or cache it for editing at any time.

Save as template

Select hotels

Send a request for an offer to hotels

1 Define conference requirements 2 Define guest room requirements 3 State contact details 4 Send request and print

Event: 16. Sep 2015 until 16. Sep 2015 (20 Individuals / 2 Meeting Rooms) (change)

XMS Testhotel Schweiz (Demo), 50000 Testdorf ★★★★★	
XMS Testhotel Bonn (Demo), 50011 Testdorf ★★★★★	
XMS Testhotel Hamburg (Demo), 20000 Testdorf ★★★★★	

Select conference requirements → 1st event day

Event data

Date * Wed 16. Sep 2015

Number of individuals * 20 on the event day selected above

* You may add additional event days later

Event rooms

☒ Main conference room 20 individuals Select setup Start date 09:00 End date 18:00

Comments on the meeting room:

☐ Breakout Room 1 individuals Select setup Start date 09:00 End date 18:00

Comments on the meeting room:

add other breakout rooms

Conference equipment (for all conference rooms)

Writing pads and pens	amount	Internet connection	amount
Flip chart	amount	Wireless LAN	amount

Select guest rooms

Your Travel Dates

Arrival * Tue 15 September 2015

Departure * Wed 16 September 2015

State contact information

Your event

Event title * Event

Event type Please select

After you have sent your request, you can save and print your data. You can also return here to use the entered data for a new request.




To be spared from time-consuming requests, you will be informed about new offers or a declination via email.

1 Event representative function: By clicking on the yellow pencil, you can assign a colleague of your department as a representative for your event. You find the general representative function under "My Profile > Change Profile".

2 You can view all detailed hotel offers as a PDF document here.


















3 You can cancel your request, compare hotel offers, send questions to the hotel, request a new offer, extend the option period, request additional hotels, or use the request as a template for a new event via the button "Select action".



Record: 732466

Title of request:	Event 
Date:	16. Sep 2015 until 16. Sep 2015 
Event organizer:	Testy Tester 
Comparison:	Download bid comparison (PDF)
Follow-up questions:	Message to/from the support team

Hotel requests

















Request of 01. Aug 2015, 12:40 | Request from: Testy Tester

Hotel	Latest return date	Total price	Status
Event Date: 16. Sep 2015 until 16. Sep 2015 Requirements: 1 Meeting space 			
XMS Testhotel Bonn (De...   	03. Aug 2015	3310 EUR	   
XMS Testhotel Hamburg...   	03. Aug 2015	3960 EUR	   
XMS Testhotel Schweiz...  	03. Aug 2015	---	waiting for offer

Select action  
[Compare hotel offers >>](#)

You can add new requests to this record with or without using a template.

[New request >>](#)

XMS Testhotel Bonn (De...   	03. Aug 2015	3310 EUR	   
XMS Testhotel Hamburg...   	03. Aug 2015	3960 EUR	   
XMS Testhotel Schweiz...  	03. Aug 2015	---	waiting for offer

1 By clicking „Book binding offer“, the system generates a contract or it triggers an approval procedure. Furthermore, you can view the offer as a PDF, print, or cancel.

Account: Goglani, Aysen


- Overview of booking requests »
- Templates for new requests »
- Contracted hotels »
- Approvals »
- Statistics »
- Change profile »
- Change password »
- Management company and departments »
- Company locations »
- Management of corporate appointments »
- Support »
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 - organiser
 - by organisers
 - by support cases
 - All follow-up lists
 - Current support case

Accept offer as a firm booking

Event request of 22. Jan 2016

Request: Meeting QWERTY | 10 Pax.

Date: 14. Jun 2016 until 14. Jun 2016

Requirements: 1 meeting room 


Option term: 01. Feb 2016

Hotel: Estrel Hotel

Your message to the hotel

Your message (no integral part of the contract)

Event date

Date * Preferred date: 14. Ju - 14. Jun 2016 | 1st option 

Booking or process number at your company (optional)

Booking Number

Your contact details in case of questions

Contact person * XY

Telephone * XY

Fax

Email * XY@hvs.com

2 You can also send the hotel a message.

back

Request contract documents >>

3 By clicking “book binding offer”, the system generates a binding online contract.