

# ONLINE MEETING TOOL GUIDE

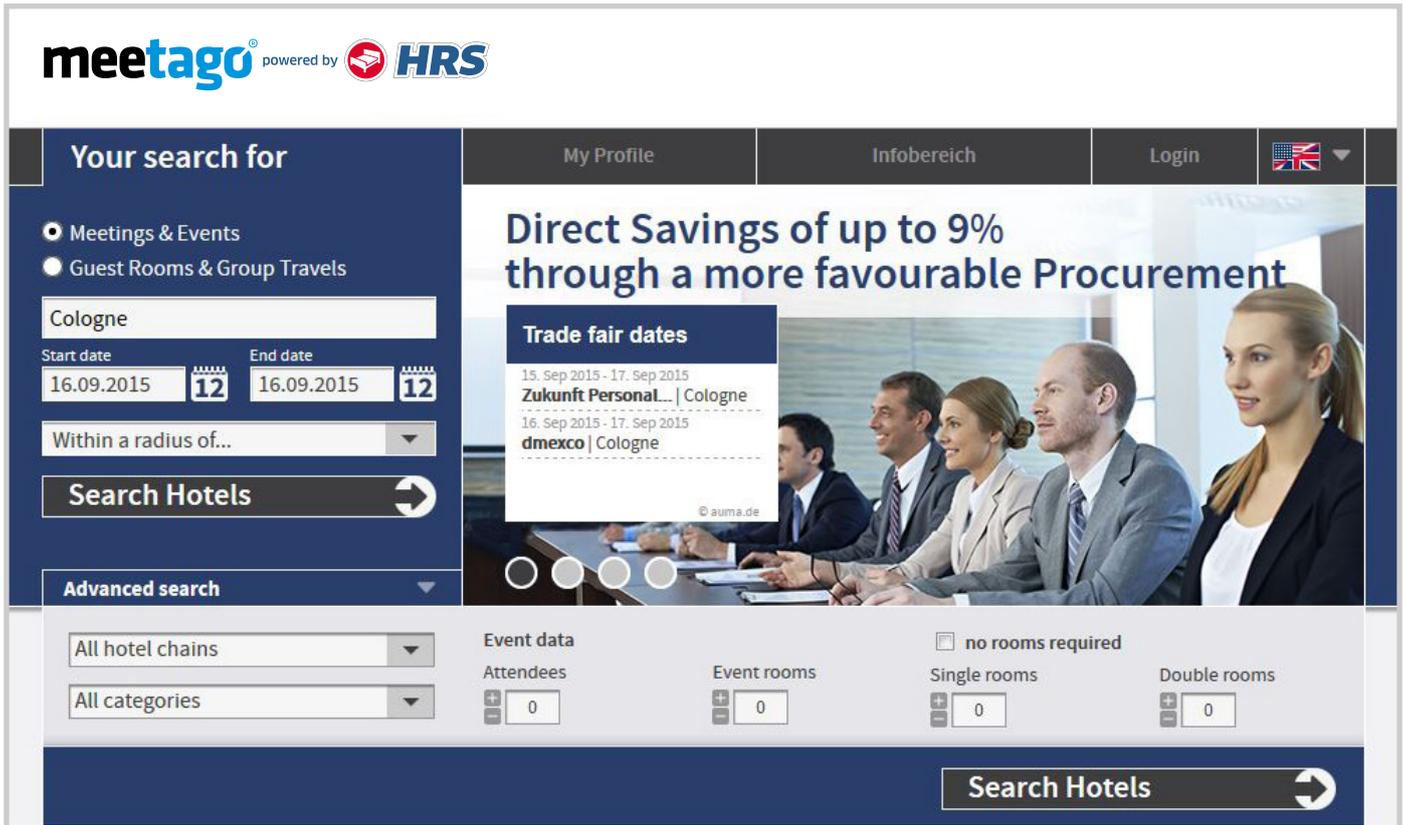
FROM NOW ON,  
BOOK EVENTS IN A MORE SUFFICIENT WAY



**meetago**<sup>®</sup>

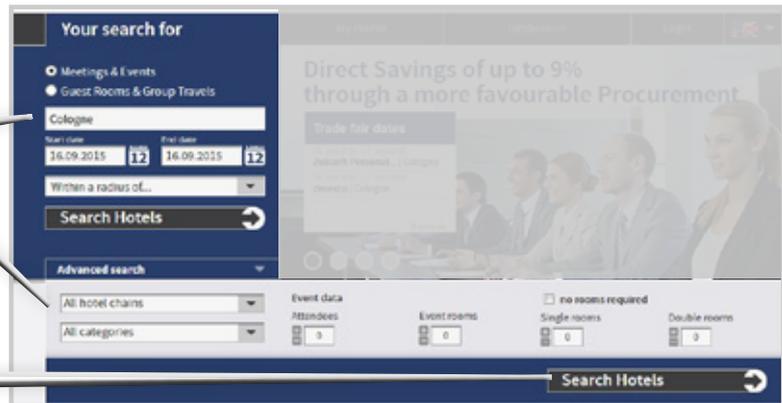
powered by





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

**2** Click "Search Hotels"



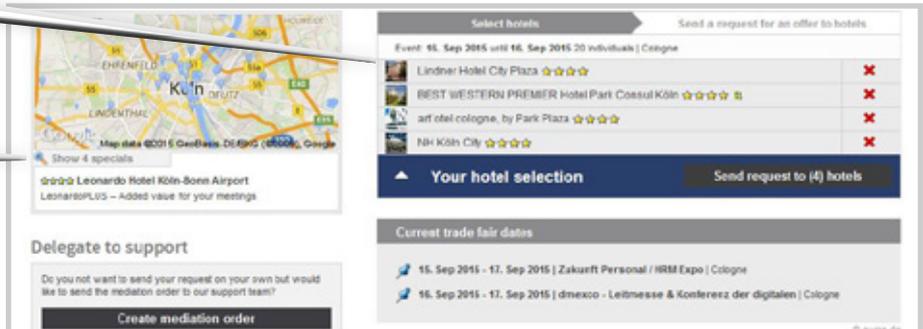
Relevant trade fair dates from the AUMA database are displayed here



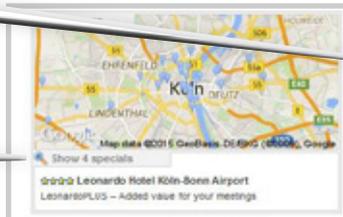
Individual language selection

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

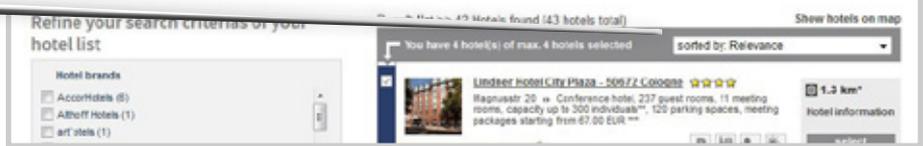
**1** Your hotel selection



**2** Google Maps



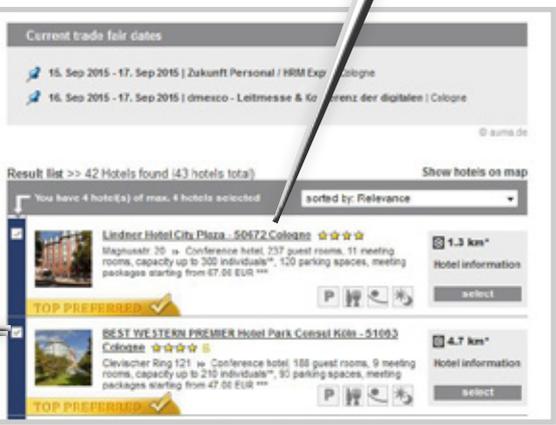
**3** Sorted by: relevance, city, distance, etc.



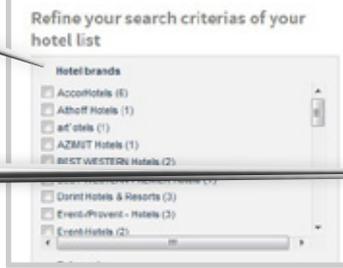
**4** Forward your event request to the support team during the search



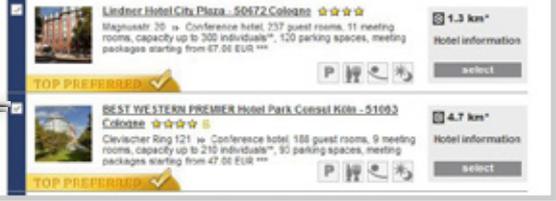
**5** Click on the hotel name for hotel details



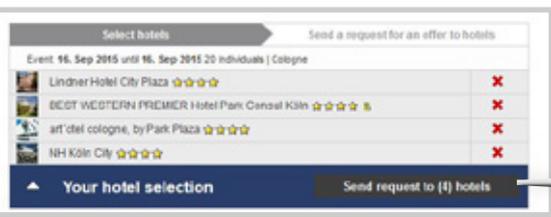
**6** Search criteria to refine the hotel selection



**7** Selection button for chosen hotels



**8** Next, click "Send request to hotels"



**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"

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](#)

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**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 >>

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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 »
  - Overview Requests organiser
  - My organisers
  - My support cases
  - All follow-up lists
  - Current support case

Any further questions?

Our event experts are happy to help you:

Telephone: +49 (0)221-2077 300

Mon - Thu: 09:00 - 20:00  
Fri: 09:00 - 19:00



### 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@hrs.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.