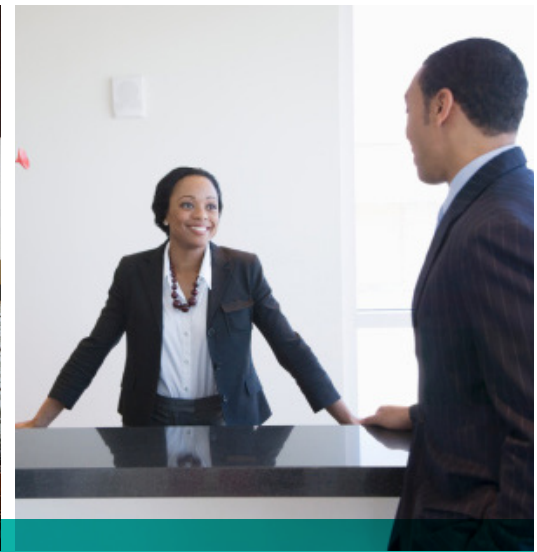


Lanyon Meetings

PART OF THE SMART EVENTS CLOUD™

Simple Meetings



Your SMM Starter Kit – The Perfect Entry Point For Your Meetings Program

“My team utilizes the tool from a meeting request to sourcing, contracting to budgeting and through to reconciliation.”

- Associate Director, Events, Meetings & Conventions, Pharmaceutical Company

The Lanyon Smart Events Cloud™ brings together leading technologies for event marketing, strategic meetings management and corporate travel. Lanyon Meetings (formerly Lanyon StarCite) – part of the Smart Events Cloud – is the industry-leading meeting management software designed to help you get the most out of your meetings investment.

Just getting started? Our Simple Meetings module is the perfect entry point to launch a strategic meetings management program (SMMP). Create, source, and manage attendees for any simple meeting, while gaining full visibility into all your meetings – small and large, simple and complex – within the Smart Events Cloud.

Budget Your Meetings Simply

Allow your planners to submit simple planning budgets for approval, then report on quoted and actual costs with total savings achieved from the program.

Simplify the RFP and Sourcing Process

Quickly find hotels and other event venues with a simple, location-based search function. Use a built-in wizard to create RFPs, attach corporate policies and pre-negotiated rate agreements, and get quotes from hotels on sleeping and meeting rooms, food and beverage, and other services.

Easily Register and Manage Attendees

With a click of a mouse, all of your event details will automatically pre-populate the registration page.

Ensure Compliance

Built-in tools ensure that your event complies with company policies. Limit the number of attendees to mitigate risk, and channel your company’s meeting buyers to your preferred hotels and venues.

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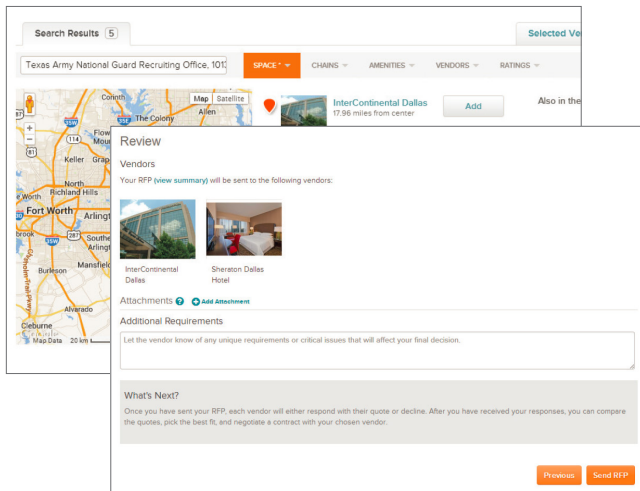
For more information, please contact:

sales@lanyon.com

USA: **800 473 6748**

EMEA: **+44 (0) 203 743 3240**

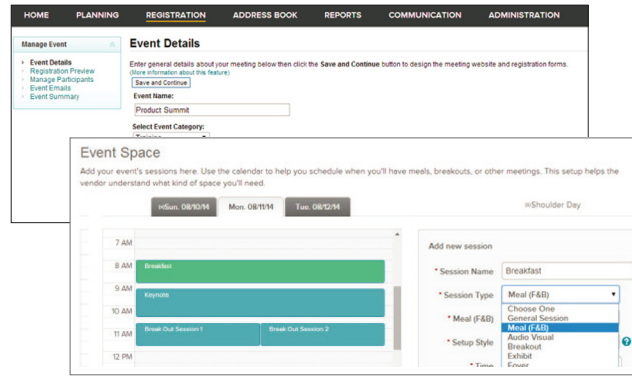
APAC: **+65 3158 8740**



Find vendors, send RFPs, and compare responses.

Manage the Sourcing and RFP Process

Make sourcing easy and simplify the RFP process. Search and identify vendors and preferred suppliers from our database of over 100,000 hotels worldwide. Use our built-in wizard to create RFPs and get quotes from hotels on sleeping and meeting rooms, food and beverage, and other services. Minimize event financial risk by attaching corporate terms and conditions to your RFPs — helping you to avoid hefty early-cancellation fees. Limit the number of properties you query to receive more qualified responses.

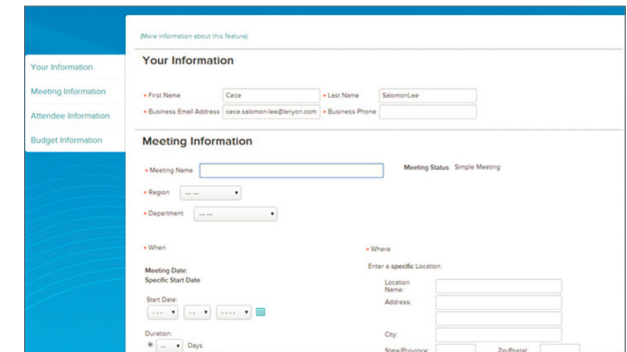


Manage sessions and registration pages.

Easily Manage Attendees and Sessions

Streamline administrative tasks and attendee management. Use a central calendar to create and manage educational sessions, allowing you to easily spot scheduling errors — and promptly correct them.

Once your meeting is set up, begin the process of registering attendees with a click of the mouse. All your event details automatically pre-populate the registration page.



Ensure compliance with meeting request processes.

Centrally Enforce Compliance

Tighten the reins on your expenses. Allow casual planners to plan and request meetings using pre-set meeting templates. This allows you to centrally control your overall corporate meetings budget and channel your company's meeting buyers to your preferred hotels.

Start your SMM program today with Simple Meetings — Your SMM Starter Kit from Lanyon.

www.lanyon.com | [@Lanyon](https://twitter.com/Lanyon)



Lanyon is the **only** company that provides **comprehensive software solutions** for meetings, events and corporate travel.

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