



Smarter Solutions for Meetings, Events & Travel.

Lanyon Meetings

PART OF THE SMART EVENTS CLOUD™

Spend Management



Boost Your Meetings Savings. Ensure Compliance.

“This is helping us generate more cost improvements and gain a consolidated view across all organizational meetings that will help us for future planning.”

- Nany Teresa, Procurement Mgr,
Travel & Event Planning

NESTLÉ

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.

Estimates place the average organization’s corporate meetings spend at 9% of its annual budget. Take control over your organization’s meetings portfolio and reap the savings. Save money with competitive bidding and automatic comparisons, negotiate volume discounts with aggregated RFP data, and ensure that meetings planners use preferred suppliers and standard terms.

Search, Find and Source Hotels

Search vendors from over 200 countries online, using advanced, multi-criteria search capabilities — such as the ability to highlight preferred vendors. Create electronic requests for proposals (eRFPs) in ready-made or custom

templates — allowing you to easily compare multiple bids in a single system. Plus, avoid cancelled space penalties by attaching corporate terms and conditions to hotel contracts.

Easily Budget All Meeting Costs

With Lanyon Meetings, you’ll be able to easily budget your meetings and track variances — such as custom spend categories and budget revisions, tracking exceptions, and savings. Plus, get real-time reports on expenses by line item, summaries and more.

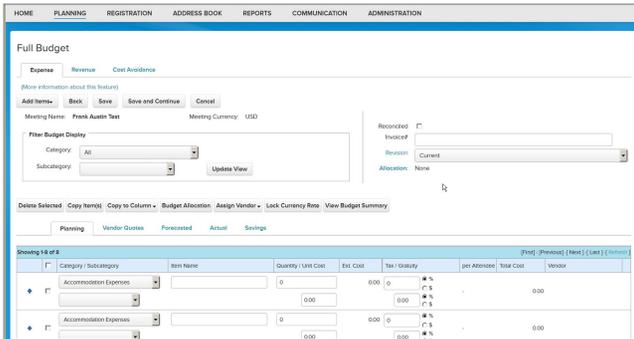
Review and Approve All Meetings

Ensure all meetings are in compliance, approved and with preferred or contracted suppliers. Submit meeting requests, set up approval forms and approvers, track event approvals, and view a centralized meetings calendar. Also you’ll be able to review and allocate related budgets.

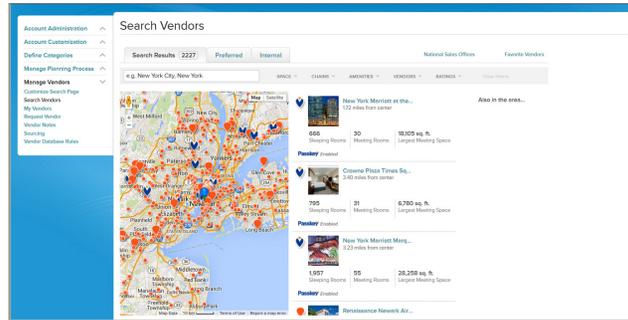
Analyze Spend. Measure ROI.

Access over 150 standard reports to easily collect and report on all eRFP activity for stand-alone or multiple events — and easily calculate cost savings. Export reports in multiple formats to share with key stakeholders.

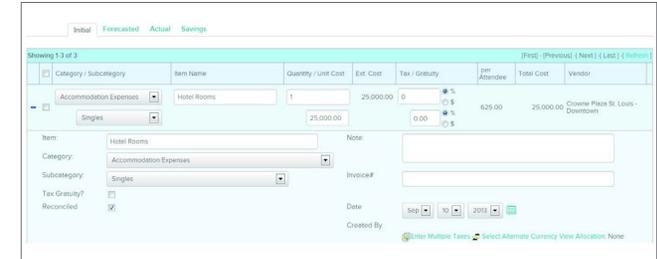
When overseeing a meetings management program, it's important to make the procurement and approval processes as easy as possible. Lanyon Meetings offers you sophisticated online tools to streamline the entire meeting planning process globally — empowering you to be smarter about your meetings program.



Plan your meetings budget



Search, find and select vendors



Exclusive meetings360 functionality with AMEX

Manage Your Meetings Budget

Manage simple or detailed meetings budgets with online tools that can match your internal meetings processes. Set up and input budget values in a variety of expense categories, cost center allocations, and multiple currencies for global programs — as well at various phases throughout the process.

Seeking to forecast and make decisions about meetings? Our unique meeting locator function helps you estimate meeting costs by easily comparing the cost of having a meeting in various destinations, as well as on other factors such as telepresence options and carbon emissions.

Search Hotels and Manage RFPs

Research meeting room specs, locations, photos, services, and other offerings — from our database of 100,000 hotels and venues located all over the world.

Save time when negotiating with vendors by sending and managing vendor responses, comparing bids, and finalizing contracts all in a single place. You'll analyze costs and services against your meetings' historical data, so that you can negotiate more favorable packages with vendors. And if needed, communicate and manage canceled space.

Report, Track and Reconcile Your Meetings Spend

Reduce the time you spend tracking invoices and receipts, meeting reconciliation, and reporting to key stakeholders.

Investigate unbilled charges before they hit your statement and create an audit trail. Avoid rekeying info or duplicating efforts by integrating accounting data such as cost center and allocation codes into CAR (Corporate Account Reconciliation Integration).

Plus, our exclusive meetings360 tool with American Express enables you to match your AMEX card transactions to your meeting budget line items. Once matched, the information is automatically transferred to AMEX — further easing your procurement and budgeting processes.

Learn how to drive savings and control costs for all your meetings

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