AMERICAN EXPRESS
MEETINGS & EVENTS

Reminder Email: MEETINGS E**X**PERT
{Please copy & paste below onto a blank email from your company}

Simplify your life: Use American Express MEETINGS E**X**PERT to source your next off-site meeting. Click the following link and fill out the meeting request form:

http://www.cvent.com/d/3cq1mn/2R

MEETINGS E**X**PERT is available through our relationship with American Express Business Travel and is the ideal solution for those of us charged with managing meetings. Whether your normal day-to-day activities involve sourcing and planning meetings, or it is an added responsibility, you can enlist the support of American Express MEETINGS E**X**PERT Professionals to find venues, negotiate rates and review hotel contracts.

This solution is available free of charge, but qualifying meetings require at least 10 guest rooms on any night. MEETINGS E**X**PERT provides contracting services for all hotel-related expenditures, including guest rooms, food & beverage, meeting rooms and audio /visual equipment.

Follow these simple steps:

- Complete a simple online meeting request form.
- Within 8 business hours, you will receive a call from the assigned MEETINGS E**X**PERT Professional to review the details of your meeting.
- Within 2-3 business days, you will receive potential hotel venues and recommendations.
- Upon your approval, the MEETINGS E**X**PERT Professional will negotiate with the selected venue to optimize savings and mitigate risk.

The MEETINGS E**X**PERT Professional will obtain the final venue contract, and provide you with an estimated spend and savings report based on the contract for you to pass on to the meeting owner.

Thank you for your support.

Sincerely,

<Travel Manager>