

**Full-Service – simply inspiring.**

Trade shows • Conventions • Events

[www.hotelreservation.de](http://www.hotelreservation.de)



# Your complete solution – The TEST Meeting-Manager

TRAVEL



EVENT



SERVICE



TEAM



# Table of contents

TEST – About us	Page 03
Services TEST Meeting-Manager	Page 07
▪ Invitation management	Page 09
▪ Corporate design	Page 10
▪ Dynamic registration forms	Page 11
▪ Hotel bookings	Page 12
▪ Reporting	Page 13
▪ Event management	Page 14
▪ Additional services	Page 15
Client feedback	Page 16
Contact	Page 17



# TEST - Travel Event Service Team

As a **full-service company** with 25 years of experience in **business travel and event management**, we are your partner for the organization of hotel reservations for business travels to **trade shows** and **conventions** as well as for your **event organization**.



With **experience**, **competence** and **reliability** our experts will provide the **quality** you need!

# Quality features of

## The object and purpose of all our activities

To meet the unique challenges of our customers, we focus on continuous improvement of our offers, performance and service quality.



## What we stand for

- Professional counseling
- Fast implementation
- Informations with high quality
- Solution-oriented communication
- Flexibility
- Reliability
- Integrity

# Our services at one glance!



Individual **hotel bookings** for your **trade shows** and **conventions** from one market leader!



Unforgettable **custom-made events**, **meetings** and **congresses**.



**Full-Service – from one source.** As an individual service or a complete project – services for **trade shows**, **conventions** and **events**.



**What you can count on.** Our **expert team** for hotel bookings and **event organization** offers service quality that inspires.

## Facts & Figures



**100.000** overnights per year and  
25.000 business clients



Events from **30** to **10.000**  
**participants** and over 100 projects  
per year



**More than 25** years of experience  
in business travel and event  
management



**50** experts in Berlin and  
Düsseldorf for your successful  
project



For your event –  
the associated online platform

The  **TEST** Meeting-Manager

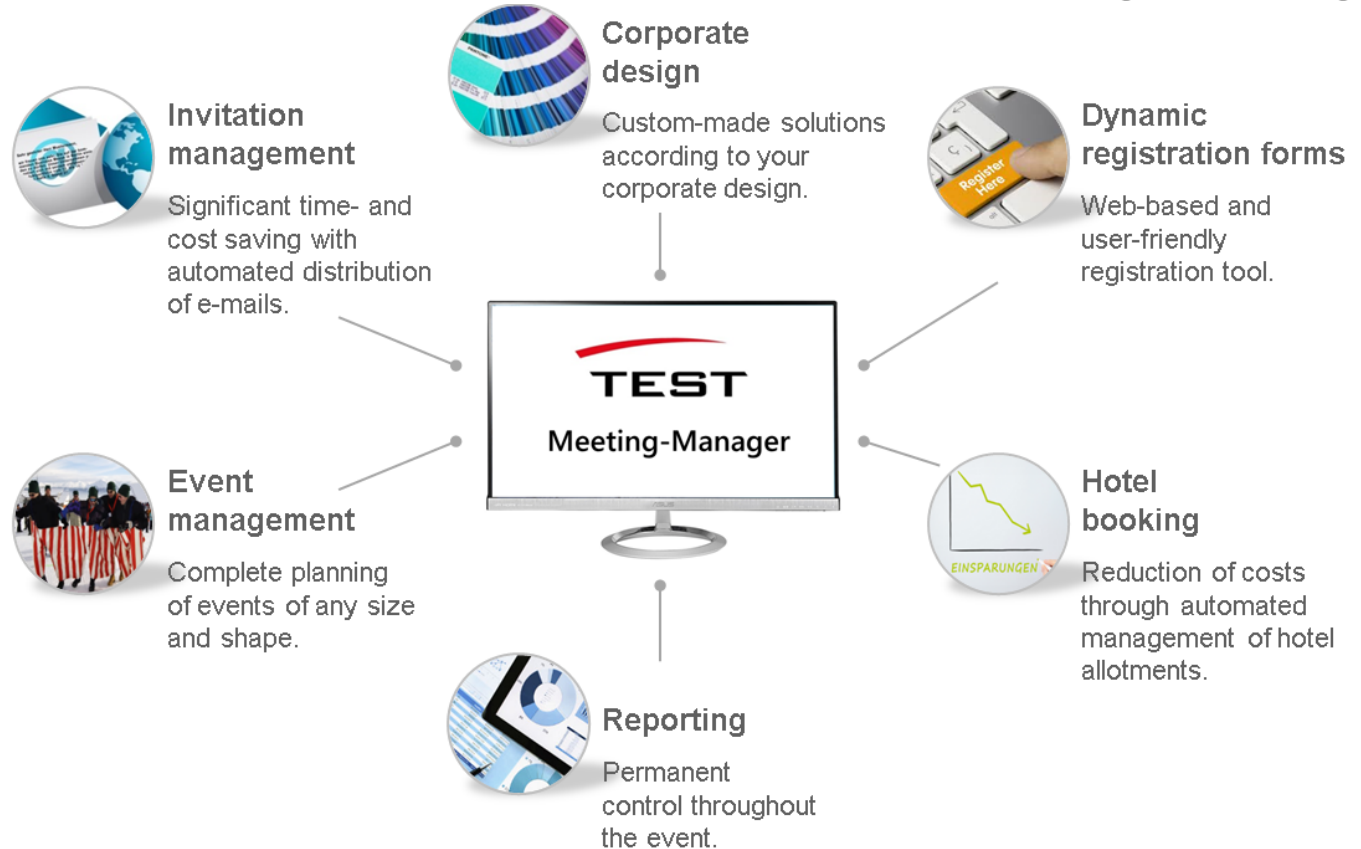
an “all-round talent”, allows the **simple and comprehensive conclusion** of events and **optimizes your workflows**.

Leave the biggest part of your organizational work to us and **rest assured by our quality!**

Please try our demo-version [www2.test-meeting.com/demo/en](http://www2.test-meeting.com/demo/en)



## Your complete solution – TEST Meeting-Manager







## Invitation management – easy & personalized



### benefits

- Central project management
- Personal address
- Insertion of different multimedia content
- E-mail templates

### values

- Automated distribution of e-mails: Save the-date, invitation, reminder, confirmation
- Significant time- and costs saving of 80%
- User-friendly surface



## Corporate Design – perfect fit to your company



### benefits

- Flexible software components
- Design according to your Corporate Design
- Multilingual versions

### values

- Custom-made solutions
- Platform for brand communication
- Complete conclusion of your event



## Dynamic registration forms – customized to your individual requirements



### benefits

- Dynamic online registration tool
- User-friendly handling tools
- Secured database

### values

- Individual form definitions according to your requirements
- Transparency und Control
- Efficient method of contacting the whole audience or selected guests



## Hotel booking – easy and user-friendly



### benefits

- Include information on room categories, prices and cancellation policy
- Transfer booking
- Secured payment: VISA, MasterCard, PayPal

### values

- Automated management of hotel allotments
- Clear presentation of hotel options
- Immediate response to bookings and possible modifications



## Reporting – clear & professional



### benefits

- Ability for participants to revise and/ or complete the entered data
- Efficient data editing by selecting specific participant groups
- Personalized e-mail

### values

- Permanent control throughout the event
- Confirmations and cancellations check
- Extract the participant lists into excel
- Efficient method of contacting the whole audience or selected guests



## Event management – to the smallest details



### benefits

- Registration for the whole event or single program items
- Integrated registration
- Direct request of interpretation services

### values

- Individual registration
- Complete planning of events of any size and shape
- One databank with all relevant data
- 24 / 7 worldwide access



## Additional services – for your custom-made solutions



### benefits

- Accreditation per Barcode / RFID – event terminals
- Intelligent event planner
- Program planning and administration

### values

- Administration of rates, taxes and currencies
- Participant survey with immediate statistic results
- High customer satisfaction

## Client Feedback

### **Dana Holding Corporation**

*„First of all I want to thank you very much for your great help and support during the show. Everything went smooth also thank you to your great commitment and kindness. So again thank You! Thank You so much!!“*

### **ZIEHL-ABEGG SE**

*„Vielen Dank noch mal für Ihre Unterstützung, die für uns bei der Messeorganisation doch immer sehr wertvoll ist.“*

### **HIAB/ Cargotec**

*“Thank you again for your professionalism. As much as I can I will recommend your services to other HIAB/CARGOTEC subsidiaries if they need.”*

### **Alexander Bürkle GmbH & Co. KG**

*„Ihnen ein großes Danke für die Organisation Ihrerseits und die Unterstützung, es hat alles reibungslos geklappt! Gerne wieder in 2 Jahren!“*

### **Terumo Deutschland GmbH**

*„Vielen Dank für die Unterstützung, die ersten Erfahrungen sind sehr gut! Nur nach wenigen Tagen der Freischaltung und Info ans Team, haben wir innerhalb von 4 Werktagen schon 11 Anmeldungen für die Winterschool gehabt. Schönes modernes Tool!“*



# Contact

If you got any questions, please contact us.



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