



CONNECTED EXPERIENCES

ASIA

Welcome to Event Travel Management

ABOUT US

Event Travel Management (ETM) provides professional event management services which deliver value through creative and meticulously planned events. We employ the best people, supported by the latest technology to connect your delegates with the ultimate brand experience.

Producing inspirational travel incentives and corporate events to match your business objectives, we work tirelessly to reflect your brand identity and image, weaving your business ethos into all your meetings and events.

We are experts in connecting companies with their chosen audience whilst adding value at every stage of the experience, from the initial negotiation of rates to the detailed planning required to deliver every event successfully.

WHY ETM?

We believe in the power of experience. The power of being immersed in a space that engages, excites, inspires and empowers people to perform. A well-crafted experience is memorable, and when it's delivered efficiently, it's sustainable. We call this **connected experiences**, your full-service Event Travel Management from the team that understand your business, your brand, your people and your aspirations – big or small.

From conferences to road shows, to incentive travel programmes, our expert knowledge, connected with superior technology products means we're the difference when it comes to creating events that not only meet your wider business objectives, but are remembered and shared for years to come.

As part of the Corporate Travel Management (CTM) Group, we can manage all aspects of our clients' travel and events programmes globally, giving us the advantage of consolidation. We are a one-stop shop, enabling us to look at "the big picture", provide strategic meetings management, leverage suppliers on room rates and airfares and create cost efficiencies for our clients, resulting in a greater return on investment overall.

Our Services

1 EVENT MANAGEMENT

Our team of specialists deliver a diverse range of events, strategic meetings management, incentive travel and corporate hospitality. And, as part of CTM, we can consolidate and manage every aspect of your travel and events programme to generate more savings. In this way our clients enjoy specialist MICE expertise and global buying power.

KEY FEATURES:

- International venue finding
- End to end event logistics
- Onsite event management
- Brand experience activations
- Pharmaceutical compliant event management
- Inbound DMC offering
- Budget and financial control
- Accommodation booking and management
- Pre and post event evaluation

2 DELEGATE MANAGEMENT

Our integrated travel and event technology connects every moment of your delegate's journey. ETM manage the delegate experience from the moment they register to touching down on their return, and everything in between.

KEY FEATURES:

- Bespoke branded website and registration technology
- Seamless integration with CTM travel technology
- End to end delegate experience
- On-line delegate registration
- Secure on-line payment collection
- Speaker support and abstract management
- Travel management before, during and after the event
- Accommodation booking and management

**WE WORK HAND IN HAND WITH
A GLOBAL NETWORK OF WHOLLY
OWNED OFFICES AND TRUSTED
LOCAL PARTNERS, ENSURING WE
ARE CAPABLE OF PROVIDING
ON-THE-GROUND SERVICE DELIVERY
NO MATTER WHERE IN THE WORLD
YOUR EVENT MAY TAKE PLACE**

CONNECTED EXPERIENCES

3 GROUP TRAVEL MANAGEMENT

ETM's Group & Conference Travel team can assist where 10 or more travellers are required to attend a specific event.

We provide a specialist service for the logistical support of major events, meetings and conferences through specially discounted airfares with flexible conditions, as well as group services such as Group Travel Lounges and check-in facilities. The ETM group travel team have global travel experience and have managed programmes both inbound and outbound. There isn't a destination in the world they haven't covered.

Be it international or domestic corporate or leisure group travel, ETM's group travel team can guarantee an event that is memorable, enjoyable and hassle-free, while ensuring your budget requirements and operational needs are met.

BENEFITS

- Discount group airfares with flexible conditions – including changes, payment schedules, return of unused seats without penalty
- Group registration services tailored to your needs
- Capped costs – control your budget with set fares
- Volume discounts – competitively priced fares for your travellers when booking large numbers
- Secure availability – have the exact number of airline seats you need held in advance
- Seamless and convenient transfer coordination, allowing you to reduce costs
- Detailed flight studies according to policies and route deals
- Onsite travel desk
- 24 hour support for all programmes



CONNECTED EXPERIENCES

5 PRODUCTION MANAGEMENT

ETM have the technology and the know-how to manage both live and virtual production experiences. Drawing on our digital and creative expertise we optimise your brand through meticulous planning and delivery of a complete event concept.

We ensure delegates have a deeper brand experience through a wide variety of services and collateral, as well as make sure any messaging is clearly and tightly integrated into the experience.

We deliver not only connected brand experiences but build staging and conference sets for pharmaceutical symposiums, technology congresses, financial conferences and everything in between.

KEY FEATURES:

- Concept design
- Content design and consultancy
- Website design creation and content management
- Scriptwriting
- Graphic design
- Print collateral production
- 2 dimension design and visualisation
- On-screen media
- Sourcing of guest speakers and entertainment
- Video and film production
- Staging and lighting design
- Provision of translation services and multi-lingual staff





**WE BELIEVE IN THE POWER OF EXPERIENCE. THE POWER
OF BEING IMMERSED IN A SPACE THAT ENGAGES, EXCITES,
INSPIRES AND EMPOWERS PEOPLE TO PERFORM.**

Technology

To design technology that moulds itself to your internal systems and processes, we believe it's essential to understand your objectives, challenges and culture. Our in-house technology team develop proprietary software which we then combine with the best technology the events and travel industries have to offer.

We always involve our clients in developing, improving and extending our innovations, including a bespoke platform for event and group flight programmes. We use automated email communications, secure online registration and payment collection, sophisticated contact management and professional event website templates to take client projects to a new level.

EVENT WEBSITES

We build mobile-friendly websites to engage delegates and drive registrations. We work with you to design the appropriate look & feel and to develop relevant content. We also help boost engagement by making it easy for attendees to post your event to social media sites.

Our event management system has been designed to save you time whilst increasing attendance by:

- Accepting registrations via the web, smartphone, fax or mail
- Pre-populating customer registration forms with invitee data
- Allowing attendees to choose tracks and sessions
- Approving or denying registrations submitted
- Managing event programmes with task lists and calendars
- Designing and printing certificates, mailing labels, tickets and name badges
- Creating the event in multiple languages

EVENT APPS

Our clients can meet all of their event needs through just one provider. API integration between your tailor-made event app and the ETM technology management system allows for a seamless user experience. Our behind-the-scenes data integration ensures that activities and updates happening in the event system are consistently pushed to the mobile app.

ON-SITE

Thanks to ETM technology, any computer or tablet can easily be converted into a kiosk. Delegates can be registered and confirmations, agendas, tickets and name badges can be printed with delegate-specific barcodes or QR codes, quickly and easily.

REPORTING

Comprehensive reporting suite provides custom reports that meet budget, traveller tracking and duty of care requirements.

You can:

- Access over 100 standard reports plus unlimited live custom reports, 24 hours a day
- Measure campaign success using cross event reports
- Share real-time reports by placing them on a secure web page
- Export data to a variety of common formats, including Excel, Word, PDF and more

SURVEYS

For delegate feedback, our events toolkit can build and distribute powerful surveys that can be branded, personalised and distributed via our secure email marketing system.



Our tools



DELEGATE TRACKING

Our delegate tracking tools allow your attendees one seamless online experience. Using our technology connects their journey from the second they register to the final moment they provide feedback. It is all managed through our delegate tracking tools.



MEETINGS MANAGEMENT

ETMs technology manages your venue find, meetings calendars, project management tools and strategic reporting all in one connected online hub.



TRAVEL INTEGRATION

Consolidated technologies ensure that travel and events are integrated in one place. Register for your hotel at the same time as searching live flight availability.



ONSITE TECHNOLOGY

Event technology should continue to connect experiences once your delegates have arrived onsite. Our technology creates bespoke apps, promotes onsite engagement and even takes feedback during sessions.



REPORTING

With over 150 standard reports ETM know what you need for comprehensive reporting. If for any reason one of our 150 reports doesn't meet your requirements, no problem, we will create one just for you.



Delegate journey

ETM understand the importance of the delegate experience. Through our range of services and bespoke technology we create a journey for your event attendees that connects them from the minute they receive their invitation, to the minute they receive their feedback survey.



CASE STUDIES

ETM work across a range of industries, we have specialist teams for different events. Whether you need a Senior Event Manager with pharmaceutical compliance training,

an Account Director with financial institutions experience, or a Delegate Manager running global brand activations, ETM have the team for you.

BRAND ANNIVERSARY EVENT

ETM were proud to manage the anniversary event for a leading international cosmetics brand.

- Online registration for 1,000 delegates.
- Digital Interface – custom built and branded – to include pre event communications and social wall to enhance brand experience
- Support on creating and enhancing an immersive brand experience through key delegate touchpoints
- VISA arrangement across 7 countries
- Airport transfers with dedicated airport assistance for local and international arrivals and departures
- Hotel management onsite across all hotels with dedicated welcome desks
- Onsite management of all event logistics

LEADING PHARMA SYMPOSIUM

A Medical Symposium for 140 delegates at Convention Centre, Lisbon.

- Annual Symposium for a women's health division for 140 people to attend a 3 day meeting with exhibition, plenary and breakouts
- Exhibition management to include catering, hospitality suites and posters
- Production & technical services in the main plenary and in the breakouts
- Social event management including offsite gala dinner, speaker dinner and welcome reception on the exhibition floor
- Full gala dinner and production for 140 guests plus entertainment and awards
- Poster sessions, HCP compliance, honoraria payments and symposia

TECHNOLOGY PARTNER CONFERENCE

Conference management including production, digital interface and concept creation for 100 delegates.

- Production & stage management within main conference, breakouts, gala dinner and welcome reception
- Team building activities in Gold Coast for all 100 delegates
- Management of DMC ground partner to deliver outstanding logistics
- Bespoke website and registration branded sites
- Concept creation for event and carrying conference message throughout
- Full event management and logistics
- Gala dinner and extensive social programme



EVENT TRAVEL MANAGEMENT TEAM

+852 2313 9829

etm.hk@travelctm.com

ASIA | AUSTRALIA | NEW ZEALAND | NORTH AMERICA | EUROPE

Licence No.: 350373