

TRAVEL & ACCOMMODATION SERVICES

# Travel made **easy**

Efficient travel and accommodation services for meetings, events and conferences

*Let's  
meet*

# Travel and Accommodation services

Let's meet

## Our services include:

1. Travel Management
  - Booking and ticketing of flights, transfers and car rentals
  - Customised online flight booking system for your participants
2. Accommodation Management
  - Sourcing and contracting accommodation for your participants
  - Management of group bookings and onsite support
  - Proactive travel sale supported by our dedicated call centre
3. Outsourced Hotel Service
  - Coordination and booking of all your travel and accommodation arrangements for your organisation
  - Services tailored to your travel needs which take advantage of our established networks and partners

## Some of our Clients:

IAS (International AIDS Society)  
Congrex Service: Housing Agency



EBMT (European Group for Bone Marrow Transplant)  
Congrex Service: Core PCO



ESPE (European Society for Paediatric Endocrinology)  
Congrex Service: Core PCO



Organising travel and accommodation for your next meeting, event or conference often involves multiple suppliers, various online recommendations and booking engines. Yet, this doesn't guarantee excellent quality, flexibility or indeed good customer service.

As an accredited in-house IATA travel agency we are specialised in arranging flights, transport and accommodation for individual participants and group bookings. Our team of friendly staff are able to take all your requirements into consideration and arrange a flexible tailored solution all from one central point. Our dedicated staff can also be present onsite at your event, meeting or conference when needed.

## The Congrex Difference

Anyone planning their next meeting, event or conference can benefit from:

- More than 25 years of experience in travel and accommodations management
- Staff with a broad range of knowledge from different types of projects in various industries
  - Team of multilingual experts who have extensive knowledge of participant travel and accommodations arrangements
  - Vast experience in contracting and negotiating quality venues and hotels according to the client's budget
- User-friendly registration and travel booking service featuring:
  - Online travel and accommodations service to allow client participants to easily book their hotel and flights from one central point
  - In-house online registration system which has been developed with over 30 years of practical conference and event experience
  - Secure online payment processes to ensure the safety of all credit card transactions (PCI compliant)
- International presence through centralised offices and networks of partners, destinations and venues worldwide
- Time and cost savings due to proven efficient processes, optimal financial control and results. Congrex standards and processes allow work to be carried out with the highest quality for both large and smaller events, regardless of destination
- Pro-active increase in sales via in-house Congrex Call Centre. Congrex contact delegates and check travel & accommodations requirements.

"Our company does a lot of business with Congrex for our conferences. We have varying needs on accommodation, and they have always been able to assist us with our wide range of needs. Thanks to the entire team."

Amy Israel, Programmes and Initiatives Officer, International Aids Society