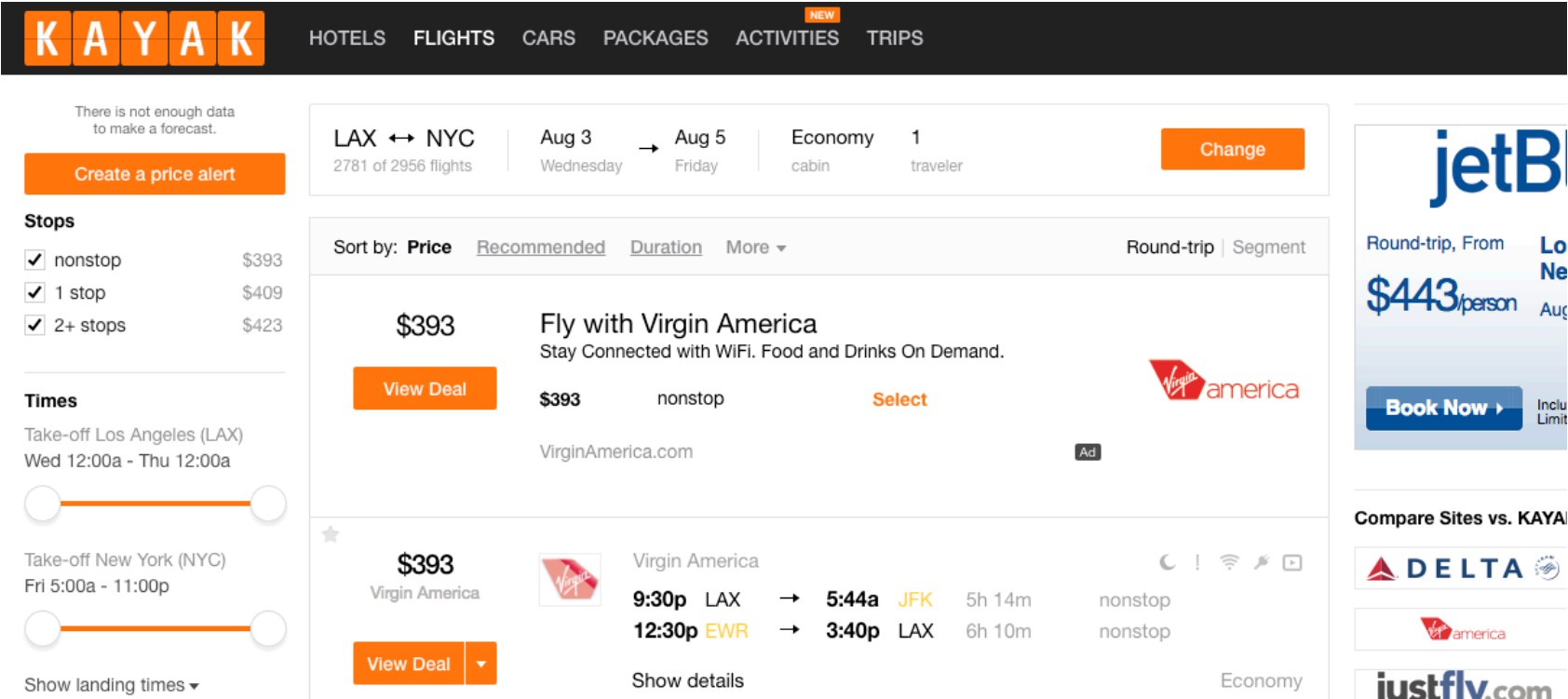




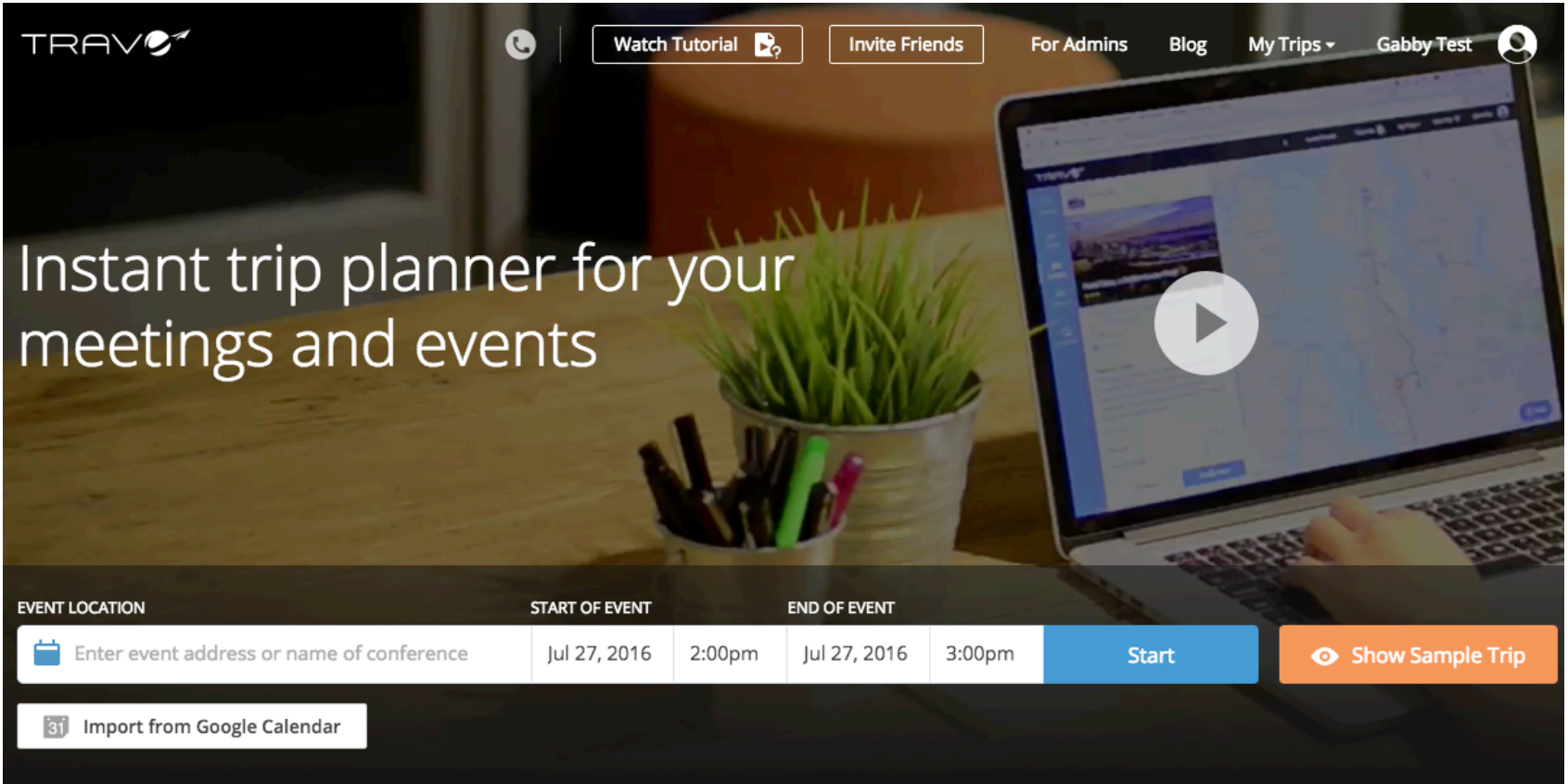
TRAVEL PLANNING WEBINAR - HANDOUT
2016

CREATING OPTIMAL ITINERARIES: WHY TRAVO?



Kayak: Returns thousands of flights, many of which don't get you in on time for meetings and events. Requires you to manually sort through each flight.

TRAVO: Input time, date, and location of a meeting and view only flights that fit with your schedule.




SIGN UP AND LOG IN

[Sign up for TRAVO](#)[Log in to TRAVO](#)

[Sign up for free](#)

[Sign up with Google](#)

[Ability to Set Preferences](#)

1. Create an account using your email address or sign up through Google.

TRAVO

Welcome to TRAVO

TRAVO is the fastest and easiest way to plan and book your travel.

We received a TRAVO signup request from:
gabriela+1@travo.com

Please confirm your email to continue.

Password change will be required upon login.

[Confirm Email and Login](#)

2. Find this confirmation email in your inbox. If you don't see it, please check your spam folder.

CREATE YOUR PASSWORD

Create Password

Please scroll down and agree to the privacy policy

New Password

New Password

New Password Confirm

New Password Confirm

Privacy Policy Travo, Inc. owns and operates this website and makes available the functionality and Services provided herein. We have created this privacy policy to ensure the privacy of personal information provided by those visiting and interacting with this website. Your privacy and the privacy of your customers, patients, and clients is a top priority to us. The following discloses our information gathering and dissemination practices.

WE NEVER SELL, SHARE, LEASE, OR RENT YOUR PERSONAL INFORMATION TO ANY THIRD PARTY.

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When you visit this website you may provide us with two types of information: (1) personal information you knowingly choose to disclose that is collected on an individual basis, some of which is used to provide services to you, and (2) website use information collected on an aggregate basis as you and others browse our website. Our services allow you to coordinate lodging, travel, and other related services. When you visit websites to which we may direct you, you may be required to enter personal information to access those services. That is between you and the website you visit.

PERSONAL INFORMATION

When you register with us, you will provide us with information about yourself, such as your e-mail address. We may retain the content of your e-mails, and we protect the confidentiality of that information in a commercially reasonable manner in keeping with industry best practices. When you register or correspond with us, you are forming a commercial relationship and implying consent for us to convey information to you regarding our services, including special offers and promotions. You can always opt out of these communications.

You also provide us with information that is used to provide services to you. That information may include your itinerary, calendar, and your preferences for the services we make available, as well as other items. We use this information to build a profile for you that will best match your preferences and allow us in the future to show hotels, flights, and other accommodations that match those preferences.

COOKIES

A cookie is a very small text document, which often includes an anonymous unique identifier. When you visit a website, that site's computer asks your computer for permission to store this file in a part of your hard drive specifically designated for cookies. Each website can send its own cookie to your browser if your browser's preferences allow it, but (to protect your privacy) your browser only permits a website to access the cookies it has already sent to you, not the cookies sent to you by other sites. Browsers are usually set to accept cookies. However, if you would prefer not to receive cookies, you may alter the configuration of your browser to refuse cookies. If you choose to have your browser refuse cookies, it is possible that some areas of our site will not function as effectively when viewed by the users. A cookie cannot retrieve any other data from your hard drive or pass on computer viruses.

USE OF INFORMATION GATHERED FROM COOKIES

Cookies can help differentiate you from other users and keep you from having to log in repeatedly. Cookies do not allow us to gather any personal information about you and we do not intentionally store any personal information that your browser provided to us in your cookies.

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We may disclose information when legally compelled to do so, in other words, when we, in good faith, believe that the law requires it or for the protection of our legal rights. We may also disclose account information when we have reason to believe that disclosing this information is necessary to identify, contact or bring legal action against someone who may be violating our terms and conditions or to protect the privacy and/or safety of our users and the public.

CHOICE/OPT-IN/OPT-OUT

We allow visitors to unsubscribe so that they will not receive future messages. After unsubscribing we will discontinue sending the particular messages as soon as technically feasible.

POLICY MODIFICATIONS

We may change this Privacy Policy from time to time. We will post any changes here. Your continued use of this website at any time constitutes your consent to this Privacy Policy. However, please be assured that if the Privacy Policy changes in the future, we will not use the personal information you have submitted to us under this Privacy Policy in a manner that is materially inconsistent with this Privacy Policy without your prior consent.

☐ Agree with Privacy Policy

Please read and agree with the privacy policy before changing the password.

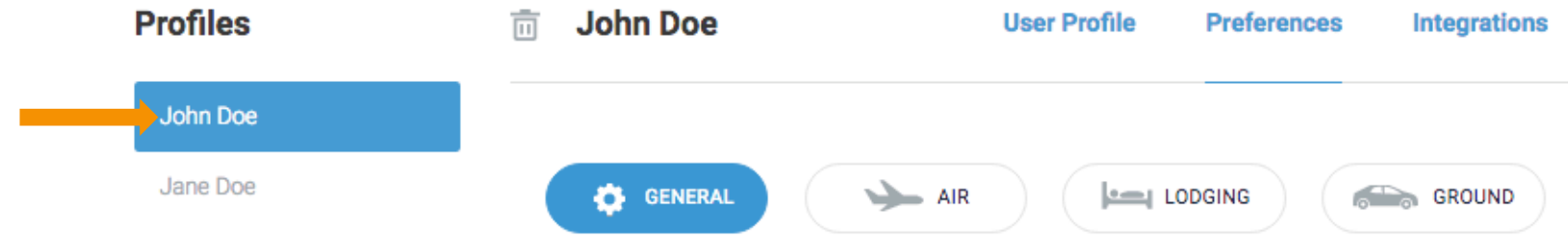
Save

1. Enter and confirm your password.

2. Before clicking save, click Agree with Privacy Policy checkbox.

CREATING PROFILES AND GENERAL PREFERENCES

1. Select the profile you would like to edit.



The screenshot shows the 'Profiles' section with two profiles: 'John Doe' (highlighted in blue) and 'Jane Doe'. An orange arrow points to the 'John Doe' profile. To the right, the 'John Doe' user profile is shown with tabs for 'User Profile', 'Preferences', and 'Integrations'. The 'Preferences' tab is active, showing buttons for 'GENERAL', 'AIR', 'LODGING', and 'GROUND'.

2. Create a profile for each of your travelers

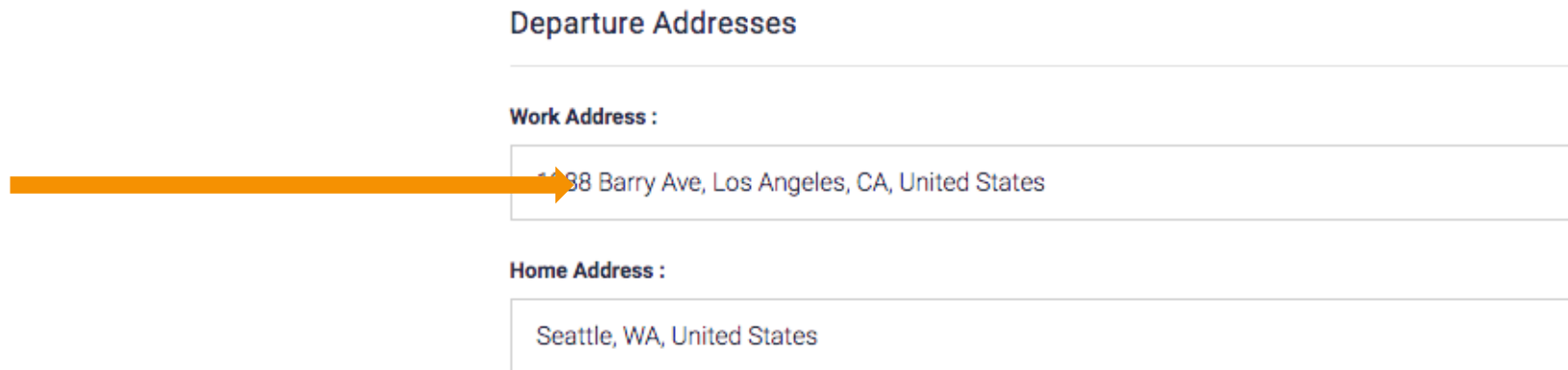


3. Add additional traveler notes.



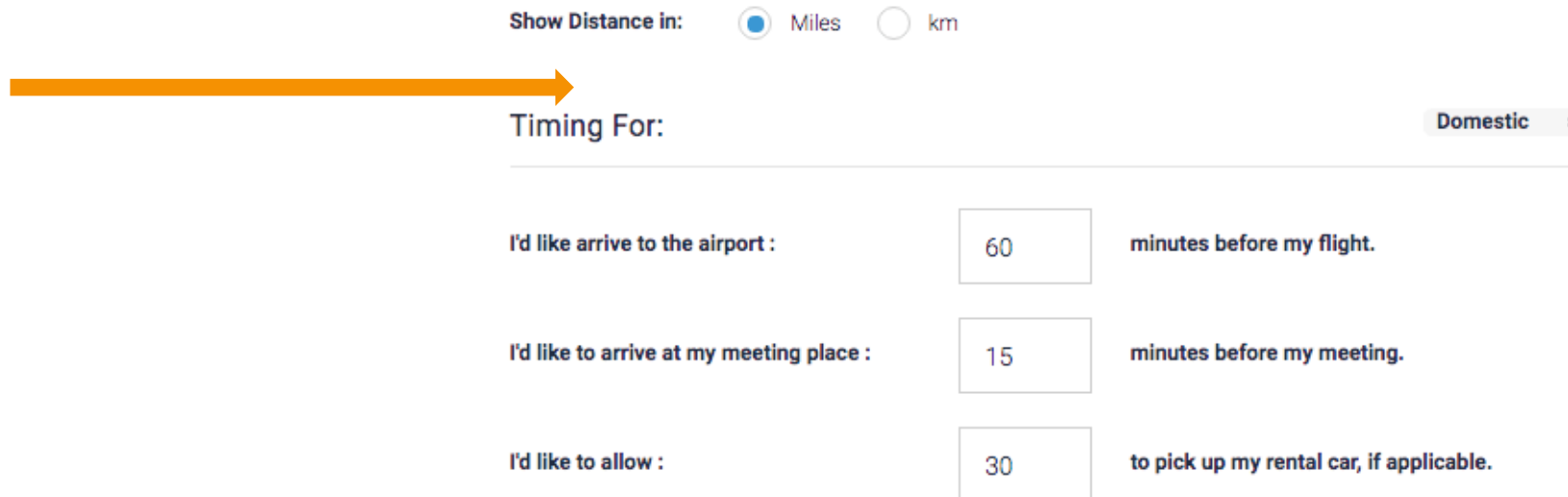
An orange arrow points to the 'Travel Preference Notes' input field, which contains the text 'Prefers aisle seats.'.

4. Enter the traveler's addresses.



The screenshot shows the 'Departure Addresses' section. It has two input fields: 'Work Address :' containing '188 Barry Ave, Los Angeles, CA, United States' and 'Home Address :' containing 'Seattle, WA, United States'. An orange arrow points to the 'Work Address' field.

5. Enter the traveler's timing preferences for domestic and international trips.



The screenshot shows the 'Timing For:' section. It includes a 'Show Distance in:' section with 'Miles' selected. Below, there are three rows of timing preferences: 'I'd like arrive to the airport :' with a value of 60 minutes, 'I'd like to arrive at my meeting place :' with a value of 15 minutes, and 'I'd like to allow :' with a value of 30 minutes. An orange arrow points to the 'Timing For:' section header.

ADDING AND SAVING PREFERENCES

1. Select air, lodging, or ground to add brand preferences.



John Doe

[User Profile](#)
[Preferences](#)
[Integrations](#)

GENERAL

AIR

LODGING

GROUND

Select All

Preferred Airlines

Southwest Airlines

AirTran Airways

DELTA Delta Air Lines

Frontier Airlines

Hawaiian Airlines

jetBlue Airways

American Airlines

Spirit Airlines

Sun Country Airlines

United Airlines

Virgin America

Alaska Airlines, Inc.

Show All

Comfort

☒ Non-stop Only

☐ Inactive

When active, TRAVO will ONLY display flights that are compatible with the Fly America Act which requires that air travel funded by the Federal government be on US flag air carriers or code-share carriers.

*If you experience routes that cannot be completed by a US carrier, please deactivate this option and try again to see other flights.

[Request additional preferences](#)

SAVE

2. Click any of the brands here to add them to a profile.



3. Government employees can activate Fly America Act to have TRAVO filter results.



4. Hit save to save brand preferences.



CREATE AN ITINERARY FOR MEETINGS AND EVENTS

GMT-07	Sun 7/31	Mon 8/1	Tue 8/2	Wed 8/3	Thu 8/4	Fri 8/5
12am						
1am						
2am						
3am						3 – 5 Meeting with Jane 19A Borough High St
4am						
5am						
6am						
7am			7 – 8 Meeting with Bob Jones 100 Park Ave			
8am						
9am				9 – 10 Lunch at Shake Shack 600 3rd Ave		
10am						
11am					11 – 12:30p Dinner with Jane SE1 1RQ	
12pm						
1pm						
2pm						
3pm			3p – 4:30p Dinner with My Parents Dylan Hotel			
4pm						
5pm						
6pm						
7pm						
8pm						
9pm						
10am						

“I NEED TO MEET WITH BOB IN NEW YORK
AND JANE IN LONDON”

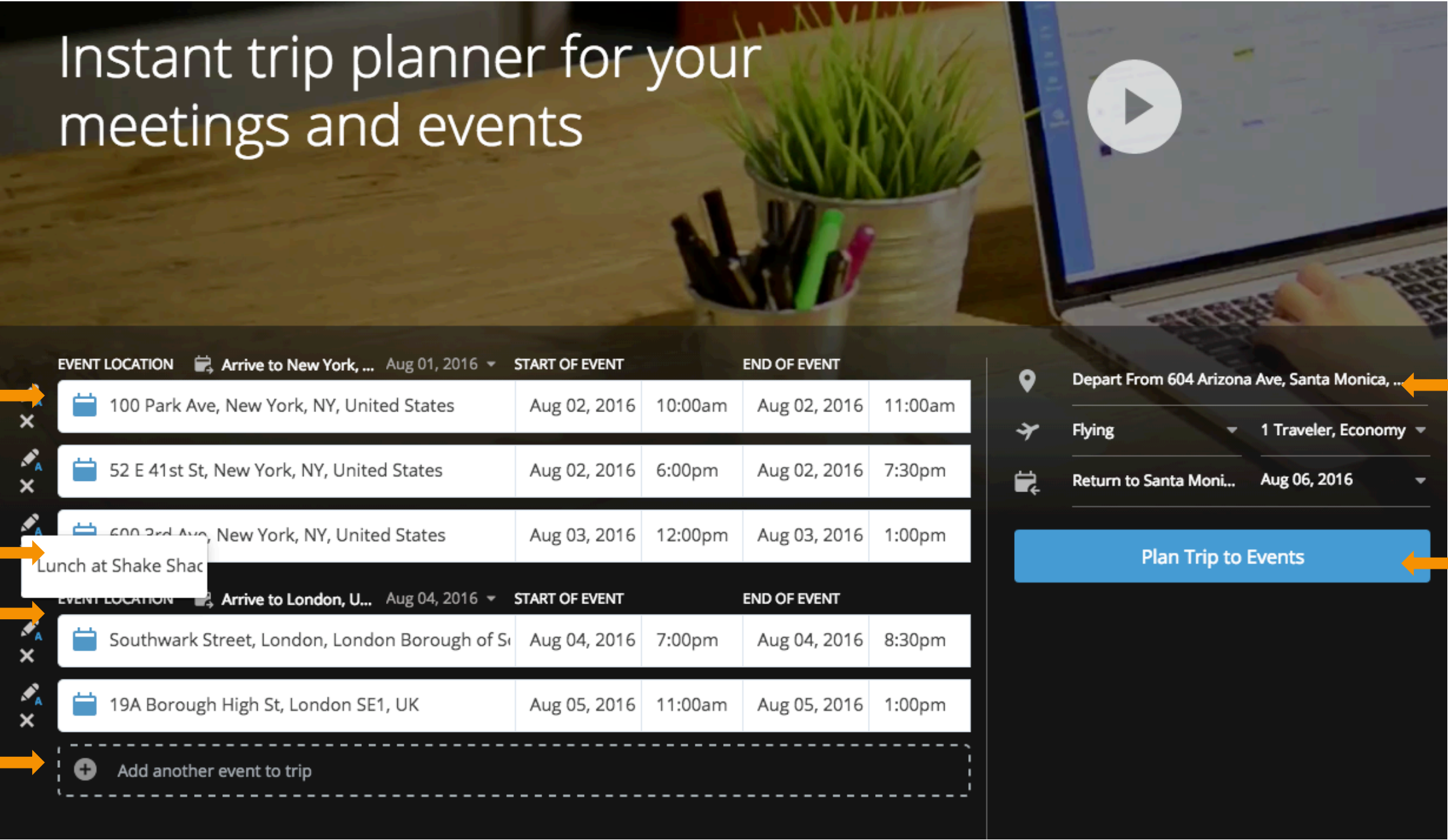
Meetings:

- Meeting w/ Bob: 8/2 10am-11am EDT at 100 Park Ave NY
- Dinner w/ Parents: 8/2 6pm-8pm EDT at 52 E 41st St.
- Lunch at Shake Shack: 8/3 12pm-1pm EDT at 600 3rd Ave NY
- Dinner w/ Jane: 8/4 7pm-8pm BST at SE1 1RQ, Southwark St
- Meeting w/ Jane: 8/5 11am-1pm BST at 19 A Borough High St

Traveler Preferences:

- Preferred Airlines: Virgin, British, or American
- Preferred Lodging: Hilton or Hyatt
- Preferred Ground: Enterprise Rental Car

CREATING AN ITINERARY



1. Input meetings with address and time.

2. Insert meeting name

3. Adjust arrival dates for each city

4. Add any number of meetings

5. Input departure address, transportation method, number of travelers, flight class, and return date.

6. Plan trip!

UNDERSTANDING YOUR ITINERARY

Easily change time zone

Click icons to view and change flights, hotels, and ground.

Click the passport icon to learn more about visa requirements.

Built in buffer times for:

- Check-in
- Disembark
- Pick up/Drop off for rental cars
- Expected traffic

Adjust currency and distance measurements

Toggle between calendar views.

Summary of chosen flight, ground, and hotel options. Click these for more details.

Add more meetings by clicking blank spaces.

The screenshot displays the Travo travel planning app interface. At the top, there's a navigation bar with options like 'Invite Friends', 'Tutorials', 'My Trips', 'New Trip', and a user profile 'John Doe'. Below this, a sidebar on the left contains icons for 'Itinerary', 'Flight', 'Lodging', 'Ground', 'Checkout', 'MI', and 'USD'. The main area shows a calendar view for 'MON, AUG 1 - WED, AUG 3'. A large purple block represents a hotel stay, and an orange block represents a flight. Green bars indicate buffer times for activities like '30 minute ride to airport' and '2 hour ride to airport'. A list on the left side of the calendar shows trip details: 'Trip to New York, United States' (Mon, Aug 01 - Wed, Aug 03), 'Trip to London, United Kingdom' (Wed, Aug 03 - Fri, Aug 05), and 'Return Trip' (Fri, Aug 05 - Fri, Aug 05). At the bottom, there are buttons for 'Save Itinerary', 'Export to Word Doc', 'Share', 'Export to Calendar', and 'Approval'. Annotations with orange arrows point to specific features: 'Easily change time zone' points to the location dropdown; 'Click icons to view and change flights, hotels, and ground.' points to the sidebar icons; 'Click the passport icon to learn more about visa requirements.' points to the passport icon; 'Built in buffer times for:' points to the green buffer bars; 'Adjust currency and distance measurements' points to the MI/USD toggle; 'Toggle between calendar views.' points to the Day/2 Days toggle; 'Summary of chosen flight, ground, and hotel options. Click these for more details.' points to the purple event blocks; and 'Add more meetings by clicking blank spaces.' points to a blank space in the calendar grid.

VIEW SELECTED FLIGHTS

1. Click “Flight” to see a summary of all of your flights.

2. Show details will reveal:
- Layover details
 - TRAVO score
 - Distance of airport to event
 - Time before event
 - Duration of flight

3. Click “Change Flight” to see a list of all the flights that work for your scheduled meetings

4. After selecting your ideal flight, click the price to reveal prices and booking links for all major online travel agencies.

5. If you’re ready to book, click to be redirected to the OTA.

6. Click Checkout to view your TRAVO Cart.

Itinerary

Flight

Lodging

Ground

Checkout

Mi

USD

© 2016 Travo

Selected flights

Los Angeles - Queens County

Mon, Aug 01

7:25AM - 3:50PM

Virgin America

5h 25m

LAX - JFK

Direct flight

\$232

Virgin America

Change flight

Show details

Philadelphia - London

Wed, Aug 03

9:05PM - 12:15PM

British Airways

10h 10m

PHL - LCY

1 Stop

2h 5 m in DUB

\$853

Farestore

Change flight

Show details

Longford - Los Angeles

Fri, Aug 05

4:10PM - 7:20PM

British Airways

11h 10m

LHR - LAX

Direct flight

\$2,157

British Airways

Change flight

Show details

Direct purchase

BRITISH AIRWAYS

\$2,157

3rd party

FlightNetwork.com

\$2,189

FlyFar

\$2,194

Flight Subtotal

(3 One-Way tickets)

\$3,242

Checkout

CHANGING FLIGHTS

Change arrival date

Click Preferred to bring preferred airlines to the top

- Choose filters:
- Stopovers
 - Budget
 - Airport
 - Departure/Return time
 - Airline
 - Free time before event

Red hearts signify preferred brands

Change the number of travelers

Preview of your flight in your calendar

- Sort by:
- TRAVO Score
 - Duration
 - Price

Click select to add to your itinerary.

STOPOVERS

☒ Nonstop (80) \$190+

☒ 1 stop (706) \$175+

☒ 2+ stops (100) \$218+

PRICE RANGE

\$372+

AIRPORTS

LAX, BUR, LGB, SNA, O...

JFK, EWR, LGA, PHL, T...

OUTGOING DEPARTURE

12am

12am

AIRLINES

☒ Air Canada

☒ Alaska Airlines

☒ American Airlines

☒ Delta Air Lines

☒ Frontier Airlines

☐ jetBlue

☒ LATAM Airlines Brasil

PREVIEW SCHEDULE IN QUEENS COUNTY

10 am

11 am

12 pm

1 pm

2 pm

3 pm

4 pm

5 pm

6 pm

7 pm

8 pm

9 pm

10 pm

886 flights found · Sort by TRAVO Score

Preferred

7:25AM - 3:50PM

Virgin America

5h 25m

LAX - JFK

Direct flight

\$232

Virgin America

Selected

6:20AM - 2:48PM

jetBlue

5h 28m

LAX - JFK

Direct flight

\$190

BookAirFare

Select

4:35PM - 12:58AM

jetBlue

5h 23m

LAX - JFK

Direct flight

\$221

Bravofly

Select

11:50PM - 8:27AM

American Airlines

5h 37m

LAX - JFK

Direct flight

\$229

American Air

Select

11:05PM - 7:30AM

Virgin America

5h 25m

LAX - JFK

Direct flight

\$232

Virgin America

Select

VIEW SELECTED HOTELS

Use the arrows to toggle in between cities.

Click “Lodging” to see a summary of your hotels.

Price per night. Clicking will reveal OTA links and prices.

Hover over to see the amenities offered by this hotel.

Clicking “Change Hotel” will show all available hotel options.

Itinerary

Flight

Lodging

Ground


Checkout

MI

USD

© 2016 Travo

New York, United States



Grand Hyatt New York

★★★★

109 East 42nd Street, Park Avenue at Grand Central Ter

< 1 mile from event

\$364/NIGHT

Booking.com

Property Location

A stay at Grand Hyatt New York places you in the heart of New York, steps from Chrysler Building and Grand Central Terminal. This 4-star hotel is close to Empire State Building and Rockefeller Center.

Rooms

Read More

AMENITIES

AVG GUEST RATING 7.8 out of 10

Hide Details

Change Hotel

GALLERY BUSINESS TRAVELER REVIEWS LOCATION

TRAVO | TRAVEL PLANNING WEBINAR

CONFIDENTIAL - DO NOT SHARE OR DISTRIBUTE

Choosing Optimal Hotels

Change the city

Search for a specific hotel or click preferred to bring preferred brands to the top

Hover over a hotel to view on the map or click to view more details.

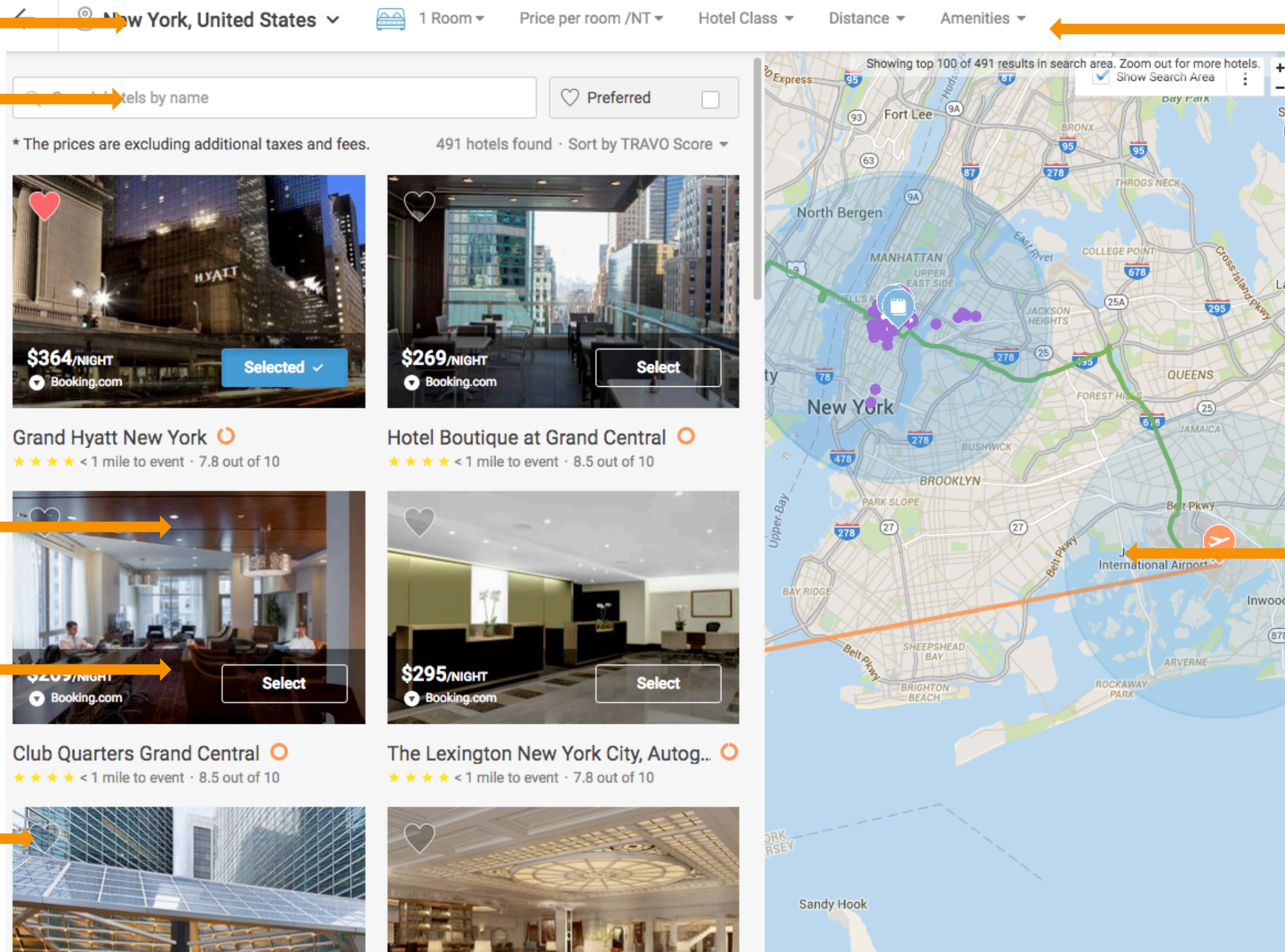
Click select to change
to this hotel

Click the heart to prefer
this chain or specific
hotel.

Choose filters:

- Price
- Hotel Class
- Distance
- Amenities
- # Hotel Rooms

View the density of hotels on the map. Also limit your results by zooming in and out.



VIEW SELECTED GROUND TRANSPORTATION

Use the arrows to toggle in between cities.

Click “Ground” to see a summary of your ground transportation.

Hover over each leg to see it on the map.

Clicking “Change Ground” will show all available options.

Itinerary

Flight


Lodging

Ground

Checkout

New York, United States

2 rides with Uber



Uber or similar

\$105 EST TOTAL

Mobile App Purchase

AUGUST 02

New York John F. Kennedy

8:45am

100 Park Ave, New York, NY, United States

9:45am

AUGUST 03

600 3rd Ave, New York, NY, United States

8:23pm

New York John F. Kennedy

9:00pm

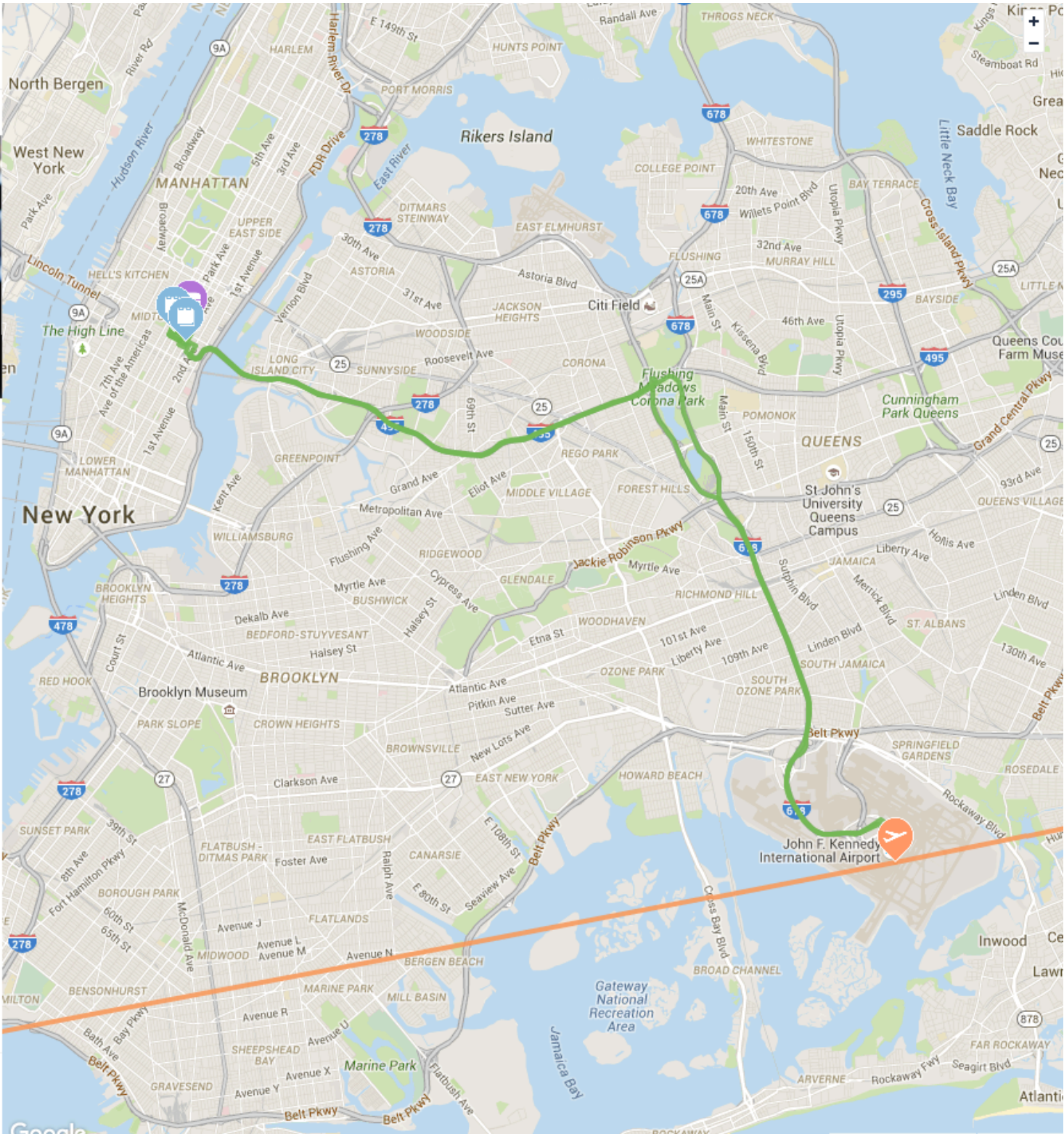
Mi

USD

© 2016 Travo

Uber Website

Change Ground



CHANGING GROUND TRANSPORTATION

Change the city

Select preferred mode of transportation

Uber and UberBLACK price estimates.

Public transit summary.
Click show details for turn by turn directions.

Selecting rental car will generate turn by turn directions as well as provide links to Google Maps.

Choose ground for New York, United States ▾

UBER/TAXI

PUBLIC TRANSIT

RENTAL

Filters

Preferred ☐

2 results found

Uber

Entire trip route: 2 rides
Total ride: an hour

\$105

EST TOTAL

Mobile App Purchase

Selected

UberBLACK

Entire trip route: 2 rides
Total ride: an hour

\$243

EST TOTAL

Mobile App Purchase

Select

PUBLIC TRANSIT

Public Transit

Entire trip route
Total ride: an hour
Total walking: 2.0 miles

Select

Show details ▾

RENTAL

90 results found · Sort by TRAVO Score ▾

Kia Rio or similar

On Airport - Shuttle to Vendor
Economy
Pickup: JFK, Aug 02 · 8:00am
Drop off: JFK, Aug 03 · 9:30pm

\$89

TOTAL

Select

Show details ▾

View all driving routes on the map.

BOOKING YOUR TRIP

Total price of tickets for all travelers.

Click any one of these icons to choose your preferred booking site.

Total price of hotel rooms for all travelers.

Itinerary

Flight

Lodging

Ground

Checkout

Checkout

Trip to New York, United States

Mon, 01 Aug - Wed, 03 Aug

In Cart	Total Price	Booking Site	Redirect to purchase	Details
1 one-way ticket	\$232 \$232 (x1)	virgin america	Book Now	
Uber 2 rides with Uber	\$416 Estimated			
Hotel Boutique at Grand Central 1 night x 1 room	\$269 \$269 (x1)			

Direct purchase

3rd party

Expedia

travelocity

justfly.com

Hotwire

cheapOair

Trip to London, United Kingdom

3 Aug - Fri, 05 Aug

In Cart	Total Price	Booking Site	Redirect to purchase	Details
British Airways 1 one-way ticket	\$850 \$850 (x1)			
Uber 2 rides with Uber	\$89 Estimated		User Purchased	
1 night x 1 room	\$154 \$154 (x1)	priceline.com	Book Now	

Return Trip

Fri, 05 Aug - Fri, 05 Aug

In Cart	Total Price	Booking Site	Redirect to purchase	Details
British Airways 1 one-way ticket	\$2,157 \$2,157 (x1)	BRITISH AIRWAYS	Book Now	

Cart Summary

Trip to New York, United States
Mon, 01 Aug - Wed, 03 Aug

Trip to London, United Kingdom
Wed, 03 Aug - Fri, 05 Aug

Return Trip
Fri, 05 Aug - Fri, 05 Aug

SUBTOTAL:

\$917

\$1,093

\$2,157

\$4,167

* Airfare includes all taxes and fees except baggage fees.
Lodging excludes nightly taxes and fees.

Send to Your Booking Agent

Subtotal in each city for flights, hotels, and ground.

Total price for the trip.

Click here to send this itinerary to a corporate booking agent.

COMMUNICATION TOOLS

Admin Communications Tool Box:

- Save: Save this itinerary for future replication.
- Export to Word Doc: Create a printable itinerary
- Share: Share this itinerary with other admins, spouses, or partners.
- Export to Calendar: Export all details to Google Calendar, Outlook, or Apple Calendar.
- Approval: Send your manager a summary of this itinerary and receive a notification when it is approved.



GETTING APPROVAL

View who created the itinerary.



Travel approval request

John Doe made an itinerary on TRAVO and would like you to approve it.

Please review the trip details below

Clicking the link will open the TRAVO itinerary.



Total price of flights, hotels, and ground.



Receive an email when your boss clicks decline/ approve.



From

demo@travo.com

Sent to

gabriela@travo.com

Subject

For your approval: New York and London Trip

Message

I created this itinerary
https://demo.travo.com/static_results?sid=ed3766761d714a71bc2b6ad6a24e544b with TRAVO. I'll proceed with the booking process upon your approval. Thank you!

Total price

\$2,859.63

Decline

Approve

[See trip on TRAVO](#)

Flight details

One-Way Flights

Los Angeles, CA - Queens County, NY
Virgin America

One way
VX416

Departure:

LAX, 03:30PM, Aug 01 2016

Arrival:

JFK, 11:59PM, Aug 01 2016



Each leg of the trip broken down with more details.

Stay details

Aug 01-03
Grand Hyatt New York

Check in:

Aug 01 2016

Check out:

Aug 03 2016

Ground details

Car type
Rental: Standard

Pickup location:

JFK, On Airport - Shuttle to Vendor

Drop off location:

JFK, On Airport - Shuttle to Vendor

Pickup Time

12:30AM, Aug 02 2016 EDT

Return Time

09:30PM, Aug 03 2016 EDT

Price for 1 day

\$190.69

REPLICATING TRIPS

1. Access saved trips by clicking My Trips.

2. Click the double rectangles to edit trip details and dates.

3. Edit arrive on dates. Meetings and return will automatically update.

4. Choose which option to replicate.

My Trips

Saved Trips

UPCOMING

PAST

01 - 07
AUG - AUG

New York and London Trip

26 - 01
JUL - AUG

Iv ny chic

05 - 09
AUG - AUG

uk--la

Show Recent Searches

Replicate Trip

Arrive On

Monday, September 5, 2016

Return On

Saturday, September 10, 2016

Leaving from

Work (604 Arizona Ave, Santa Mo...)

New York, United States

London, United Kingdom

Replicate Trip

3 EVENTS

10:00am
06

Meeting with Bob Jones

6:00pm
06
SEPTEMBER

Dinner with My Parents

12:00pm
07
SEPTEMBER

Lunch at Shake Shack

PREFERRED OPTIONS

☒ Virgin America

☒ Alamo

☒ Hyatt Hotels

Replication summary

New York, United States

PREVIOUS CHOICE

BEST MATCH

Virgin America

Depart: 3:30 pm (5h 29m)

\$191 TOTAL

Virgin America

Depart: 3:30 pm (5h 29m)

\$216 TOTAL

Replicated

Grand Hyatt New York

★★★★

< 1 mile from event

\$364 /NIGHT

Grand Hyatt New York

★★★★

< 1 mile from event

\$364 /NIGHT

Replicated

Alamo

On Airport - Shuttle to Vendor
Standard

\$191 TOTAL

Uber

Entire trip route
Total ride: an hour

\$40 TOTAL

Replaced

Got it!

5. Once the itinerary has reloaded, you can see which options have been replicated, and which have been replaced.

ADDING CHANGES ON THE FLY

Static Mode

Invite Friends

Tutorials

My Trips

New Trip

John Doe

Itinerary

Flight

Lodging

Ground

Checkout

01 - 03
AUG AUG

75°

Santa Monica, United State...

Day 3 Days

WED, AUG 3 - FRI, AUG 5

Wednesday, August 03

Thursday, August 04

Friday, August 05

6 AM

7 AM

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

Check-out of Grand Hyatt New York
6:00am PDT

5 minute walk to event 8:40am -
Lunch at Shake Shack at 9:00am - 10:00am PDT

2 hour ride to event 9:02am - 10:45am PDT

Dinner with Jane at 11:00am - 12:30pm PDT

9 minute walk to
Check-in to Hilton London Tower Bridge 2:00pm PDT

37 minute drive to airport 5:23pm - 6:00pm PDT

Static Mode

Alarm 6:10pm - 6:30pm PDT

7 minute walk to
Arrive at Hilton London Tower Bridge 2:00pm PDT

Save Itinerary

Export to Word Doc

Share

Export to Calendar

Approval

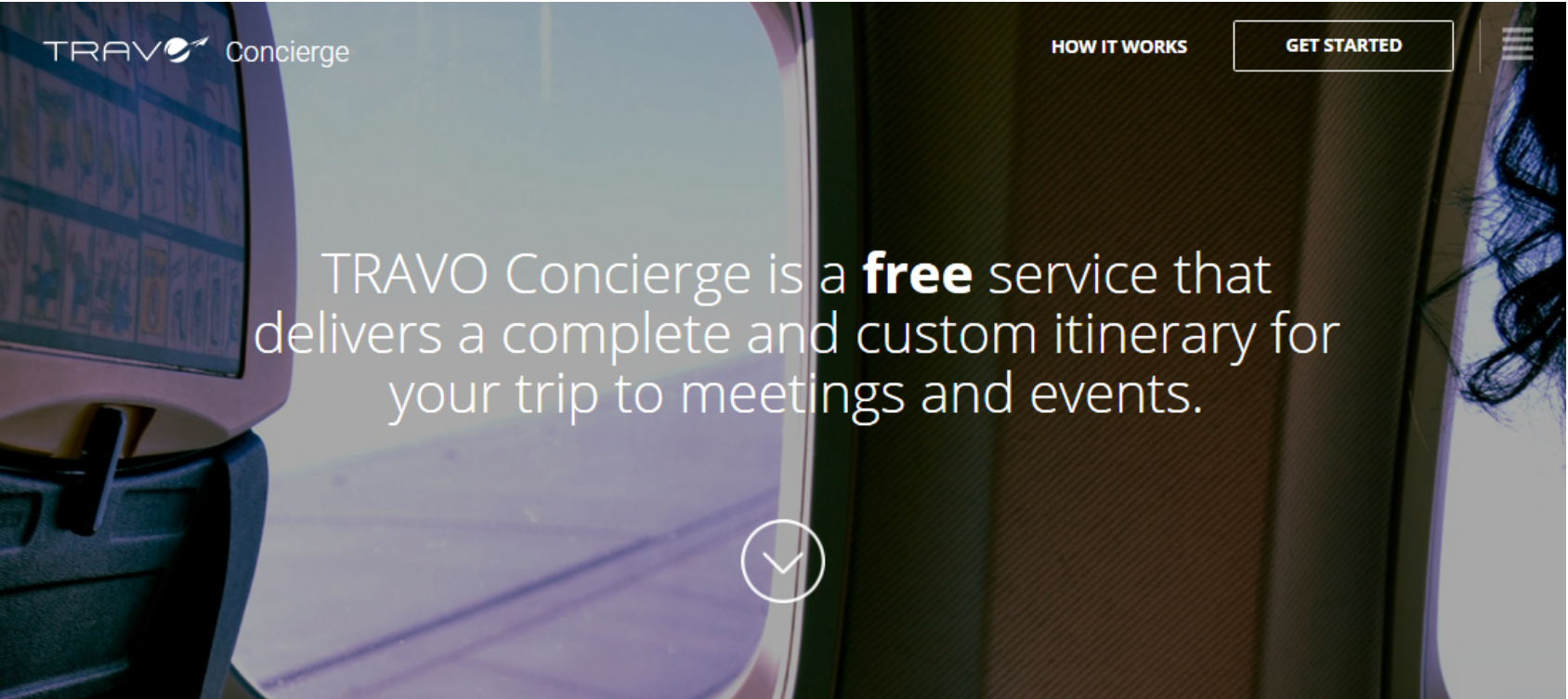
Mi

USD

© 2016 Travo

Click any of the blank spaces to add additional meetings or events in each city. As your manager emails you more events. If your changes will require a new flight, TRAVO will alert you and allow you to rerun the search.

TRAVO CONCIERGE [\(\[concierge@travo.com\]\(mailto:concierge@travo.com\)\)](mailto:concierge@travo.com) (<https://www.travo.com/concierge>)



How It Works

- STEP 1

Submit a form with your trip details (location, date/time, preferences, etc).
- TRAVO Concierge will personally create the perfect itinerary based on all your trip details.
- You will receive an email with a link to your entire trip including a full calendar of events, flights, hotels, and ground transit information.

TRAVO Concierge
Everything we need to plan your perfect trip. Answer the questions below or simply upload a doc with all the necessary information.

Contact information

Name (Optional)

First Name

Last Name

E-mail *

ex: myname@example.com

Lets get started...

Where are you leaving from?

What events or meetings will you be attending?

Please include location, date, beginning and end time

Preferred arrival date?

Month

Day

Year

Please include airline preferences here

Please include hotel preferences here