



## Technology Spotlight: All Access Meetings

# Self-service meeting technology adds efficiency & puts the user in control

Small does not necessarily mean simple when it comes to meetings. Acendas Travel clients with meeting planning responsibilities are often tasked with bringing together a small number of constituents for work functions. And even though it might mean only a handful of attendees, the logistics can still be a challenge. Acendas Travel has added to its self-service technology platform resource. With its All-Access Meetings, users access this application online to manage, store

and retrieve meetings information and to communicate with travelers. This technology offers the user to:

- Organize all details of the meeting in one place.
- Dictate the rules of travel to travel agents
- Serviced the meeting by multiple Acendas Travel agents
- Access near-real time reports on demand for arrival/departure, credit card detail, and attendees who haven't yet booked their travel.

*"Our technology focus is on making the travel manager's job easier and enhancing the travel experience."*  
**Brent Blake, President  
Acendas Travel**

- Use All Access to manage emails that go to attendees, and prompt them to take action (book your trip now) where necessary.

Client Group ID	Group Name	Destination	Primary Hotel	Start Date	End Date	Planner	Planner Email	Planner Phone	Airport Code	Status
11May20GCM	Excellence Award Grand Cayman	Grand Cayman	Kimpton Seafire Resort & Spa	6/11/2021	6/17/2021	Emily Thompson	david.barton@acendas.com	201-818-3330	GCM	Active
45CHS	Vista Demo Group	St. Louis, MO	The Dewberry	10/25/2021	10/26/2021	Mike Smith	david.barton@acendas.com	201-818-3330	STL	Completed

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 HTML

Report Name	Report Description
Arrival Report	Arrival report grouped by date and city
Combination AD Report	Arrival and departure reports merged into one report
Credit Card Detail	Report listing transactions charged to credit card
Departure Report	Departure report grouped by date and city
Itinerary Copy	Copy of invoice/itinerary
Seat and Segment Report	Report showing air segments with seat assignments
Ticket and Fees Report	Listing of tickets and associated fees
Transaction Detail	Report showing all transactions
Traveler Bookings Report	Traveler data compared to traveler bookings

**Email Criteria**

Email To:

Subject:

Body Text: