

SITE SELECTION

Step 1: Find the Perfect Destination

- First-hand knowledge and experience of thousands of cities in 50 different countries worldwide. We personally know the GM's and Sales Managers of most of the venues that we will present to you.
- Relationships with key global and regional hotel brands backed by a solid preferred hotel program. We have a relationship with District and Regional managers that we work with on a daily basis. We always get the best rates for all conference programs, large or small!
- Internal access to Associate experiences and feedback for thousands of booked events. We make sure that all of our events run smoothly and get first hand feedback from the attendees and management on achieving conference goals.
- Strategic relationships with DMO's and CVB's globally for expert advice on the destination. This is one of the most important aspects of what we can offer to you. The CVB's know which venues are looking for conferences, conventions and meetings that are offering special rates.

Step 2: Prepare and Send Meeting RFPs

Compare and contrast what each city and property has to offer, reviewing up-to-the-minute occupancy rates, guest satisfaction profiles, room block availability, and pricing history. Prepare and send meeting RFPs only to the best-suited, and most appropriate properties. We select the top 3-4 venues and offer initial information to you. Then we send out a complete RFP to help make the final selection.

Step 3: Review RFP Responses & Compare Quotes

Collect and review all RFP responses, comparing details such as F&B minimum, concessions, A/V, union hotels, date flexibility and total estimated cost side by side to make the best selection for your event.

We simplify the site search, review and selection process. We keep you informed at all times on all information that is given to us from all the contacts that we make regarding your program

Single Point of Contact

Chris Morse and Betty Powers will be your single point of contact while planning your event. Chris and Betty are here to listen, ask questions, and provide support so you can focus on meeting your corporate objectives. Chris Morse has over 28 years in planning corporate events, conferences, conventions, incentive trips, regional meetings and is one of the most respected corporate agents in the industry.

Meeting Goals

Chris Morse will help you write down your goals for each meeting, convention or conference. Together we will make sure that the venue you select will help achieve your goals. Not all venues with the lowest price will match or exceed your goals.

Independent Representation

There are 58,000+ hotels in the United States, and because we're truly independent, Corporate Travel and Conventions represents all of them. This gives you a diverse and comprehensive set of options when it comes to choosing the best venue for your event. We know personally the right decision makers at each hotel or chain to help support our goals and requirements. We are not vested in any hotel chain or venue.

Site Inspection Assistance

Once a location is selected you may choose to have a site inspection to get a first hand look at the venue and its opportunities. Visiting the site can establish a level of comfort while developing a successful plan.