

**LEARN**  
**DO BUSINESS**  
**NETWORK**  
**HAVE YOUR SAY**  
**GET RESULTS!**

**The event for buyers & arrangers  
of business travel and meetings**

Monday–Tuesday, September 21–22, 2009

The Novotel London West Hotel, Hammersmith

**Full Conference pass £125**

**Price includes:** entry to all  
Conference sessions • entry  
to TBTC'09 Exhibition • choice  
of six Workshops (limited  
spaces) • Conference pack  
(including Exhibitor directory)  
• downloadable Conference  
session summaries  
• exclusive delegate offers

**Plus:** Sunday evening  
reception for early arrivals  
• coffee & croissants each  
morning • lunches and  
refreshments throughout  
• Monday night cocktail  
reception • Monday  
night dinner, drinks and  
entertainment • prize draws

**Or:**

**Conference pass for Monday  
only**, including evening  
reception and dinner: **£65**

**Conference pass for Tuesday  
only**, including Workshops: **£65**

*Prices +VAT*

# An essential event for all arrangers and buyers of business travel and meetings

## Who should attend?

The Business Travel Conference is aimed at anyone that has responsibility for booking, buying, arranging or handling business travel at companies both large and small. This includes everyone from PAs, secretaries and purchasing assistants, to dedicated event managers, procurement, finance, and travel managers, all of whom will benefit from the wide-reaching conference programme and exhibition of around 50 leading business travel suppliers.

**Feedback from previous delegates showed the majority expected to save their company money in the year ahead, while over 80% said they wanted to attend TBTC again**

## Why attend?

The Business Travel Conference deals with all the issues that really matter, covering both back to basics good practice for newer buyers and more in-depth coverage of law and legislation for the more experienced.

The Conference is comprised of a mixture of speaker-moderated sessions and small-group workshops featuring expert consultants and industry suppliers, as well as experienced buyers that have implemented successful travel



programmes. Every session is geared to educate, train and advise delegates on subjects such as costs, efficiency, safety and environmental responsibilities, ensuring delegates are able to return to their day-to-day roles and put theory into practice with new ideas on saving both money and time for their company.

Delegates will have plenty of opportunities to network with speakers and to meet with a range of supplier companies in the Exhibition, each of whom will be able to discuss their products and how they can help reap long-term cost-savings and streamline processes.

Numbers are limited at TBTC'09 to just 200 delegates each day in order to ensure everyone has the opportunity to meet with exhibitors, speakers and, of course, their peers.

## Workshops

Following the huge success of small-group Workshops at TBTC'08, this element of the Conference has been expanded for 2009, with delegates able to choose to attend up to three of the six Workshops on offer. Each is 45 minutes long and hosted by genuine experts in their field that will lead discussion on the topic and suggest practical plans to tackle the issue. The Workshops on offer at TBTC'09 are as follows: Booking Tools review, Corporate Manslaughter Update, Alternatives to Travel, Meetings & Event Management, Expense Management, Travel policy and Compliance.

## CONFERENCE PROGRAMME

### Sunday 20th September

#### 7.45pm

Early Arrivals Reception

### Monday 21st September

#### 7am onwards

Breakfast in the Novotel restaurant for delegates who arrived Sunday evening

#### 8.30am-9.45am

Welcome croissants, delegate registration and Exhibition open

#### 9.45am-10.00am

Welcome, Conference objectives and how to make the most of TBTC'09

#### 10am-11am

##### CONFERENCE SESSION 1

##### What a Year!

Key figures from the Institute of Travel & Meetings and the Guild of Travel Management Companies review the last 12 months in business travel and take a look at what lies ahead for the industry during our current economic woes

#### 11am-11.45am

Networking and refreshments in the Exhibition zone

#### 11.45am-12.45pm

**CONFERENCE SESSION 2**  
**Tips from the Top** – this is how we do it!

Veteran business travel managers explain how best to manage travel programmes and travellers, from preferred supplier deals and travel policies, to booking options and managing change

#### 12.45pm-2pm

Lunch in the Exhibition zone

#### 2pm-3pm

##### CONFERENCE SESSION 3

##### Looking after your Travellers

A look at your duty of care to travellers, how to help prevent and handle emergency situations, and why travel policies really do matter to you and your company

#### 3pm-3.45pm

Networking and refreshments in the Exhibition zone

#### 3.45pm-4.30pm

##### CONFERENCE SESSION 4

##### Negotiating Contracts & Deals

Advice on how to get the most out of suppliers during a recession, including negotiating rates and volumes, and why your travel data matters to potential suppliers and partners

#### 4.30pm-5.30pm

##### CONFERENCE SESSION 5

##### Just a Minute

A fast-paced session with speakers allowed a maximum of 60 seconds on stage in which

## Networking

The Business Travel Conference has been designed to provide plenty of time for delegates to meet and exchange ideas with others that share their day-to-day responsibilities, as well as staff from leading business travel suppliers in the Exhibition Hall, where all refreshments will be served.

Monday night includes an end of day drinks reception in the Exhibition Hall prior to a short break before the main cocktail reception and seated dinner. There will be entertainment into the evening, making it a great opportunity to wind down with other delegates, speakers and exhibitors after a hard day's work.

## The Venue

Novotel London West, the flagship hotel of the Accor Group, provides the international business community with the ultimate in conference, exhibition, events and hospitality facilities. It is just a couple of minutes walk from Hammersmith tube station and has over 630 bedrooms, making it the ideal venue for The Business Travel Conference 2009.

## Prize Draw

Prize draws will take place throughout the event and winners are drawn at random from all delegates in attendance. Delegates will also each receive a Calling Card that they can get signed by exhibitors to qualify for entrance into the Grand Prize Draw to win a luxury holiday for two.

## The Moderator

Peter Nunn is an award-winning TV and radio broadcaster. He is a regular contributor to BBC TV and radio programmes on the subject of travel – particularly BBC World's Fast Track – and is also a media consultant to several major holiday companies, airlines and hotels.

## Keynote speaker

### Kate Adie, OBE

Former BBC News Chief Correspondent Kate Adie has been confirmed as keynote speaker at The Business Travel Conference '09. Famous for her hard-hitting reports from the frontline, Adie is a highly respected broadcast journalist who has travelled the world reporting from the likes of the former Yugoslavia, Sierra Leone, the 1991 Gulf War,



Tiananmen Square and, closer to home, the Iranian Embassy siege in London. Adie will address delegates at The Business Travel Conference '09, discussing her experiences in the thick of the action, her worldwide travels and emergency situations, and will also take questions from those in attendance.

## Main Sponsor

TBTC'09 is delighted to have the support of FCm Travel Solutions – one of the world's leading travel management companies – as its main sponsor. For more information see: [www.fcctravel.co.uk](http://www.fcctravel.co.uk)

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to educate, entertain and inform – but delegates can call time on them at any point!

### 5.15pm–6.15pm

#### Free Time

Time to relax and refresh before the dinner reception party

### 6.15pm–7.15pm

Pre-dinner drinks, sponsored by Kingfisher Airlines

### 7.30pm–8.30pm

Seated dinner with drinks and entertainment, courtesy of Kingfisher Airlines

## Tuesday 22nd September

### 7am onwards

Breakfast in the Novotel restaurant for delegates who stayed on Monday night

### 9am–10am

#### CONFERENCE SESSION 6 Sustainable Travel

Exploring the relationship between business travel and the environment, with advice on implementing and tracking carbon emissions targets, offsetting programmes and sustainability agendas.

### 10am–11am

Networking and refreshments in the Exhibition zone

### 11am–11.45am

**WORKSHOP 1: Booking Tools review**

**WORKSHOP 2: Corporate Manslaughter Update**

### 12pm–12.45pm

**WORKSHOP 3: Alternatives to Travel**

**WORKSHOP 4: Meetings & Event Management**

### 12.45pm–2pm

Lunch in the Exhibition zone

### 2pm–2.45pm

**WORKSHOP 5: Expense Management**

**WORKSHOP 6: Travel policy and Compliance**

### 2.45pm–3.30pm

Networking and refreshments in the Exhibition zone

### 3.30pm–4.30pm

**CONFERENCE SESSION 7 Keynote speaker**

Kate Adie, OBE

### 4.30pm–4.45pm

Conference Wrap-up and Grand Prize Draw

# Delegate booking form

You can book easily and quickly online at [www.thebusinessstravelconference.com](http://www.thebusinessstravelconference.com)

Alternatively, complete the form below and fax back to 020 8649 7234 or post with payment to TBTC'09, BMI PUBLICATIONS, SUFFOLK HOUSE, GEORGE STREET, CROYDON, SURREY, CR9 1SR

Title: Mr/Mrs/Miss/Ms/Other	Address:
First name:	
Surname:	
Job title:	Town/City:
Company name:	County:
	Post Code:
	Country:
Email:	Emergency contact name and number:
Business tel no:	

## Delegate rates - Please tick appropriate box (Prices exclusive of VAT)

<input type="checkbox"/> <b>£125</b> (£143.75 inc. VAT) Full Conference & Workshop Pass Monday and Tuesday	<input type="checkbox"/> <b>£65</b> (£74.75 inc. VAT) Conference & Workshop Pass Monday including dinner	<input type="checkbox"/> <b>£65</b> (£74.75 inc. VAT) Conference & Workshop Pass Tuesday
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## Payment

Payment can be accepted by credit card or personal/business cheque or, alternatively, we can issue a proforma invoice to your company. Please select one method of payment from the following three options:

### OPTION 1:

I enclose a cheque payable to BMI Publications for the full amount

### OPTION 2:

Please invoice our company

PO No.

\_\_\_\_\_

### OPTION 3:

Please charge my:

- Visa  
 Mastercard  
 Switch  
 BarclaysConnect  
 with full payment.

Name on card

\_\_\_\_\_

Card number

\_\_\_\_\_

Expiry date

\_\_\_\_\_

Start Date (Switch only):

\_\_\_\_\_

Issue No.

\_\_\_\_\_

Security No.

\_\_\_\_\_

Please debit my card with the following amount:

£ \_\_\_\_\_

Signature

\_\_\_\_\_

Registered address of card holder:

\_\_\_\_\_

\_\_\_\_\_

Your registration will be confirmed within 72 hours of submitting this form.

I agree to the terms and conditions of TBTC'09

Full Terms & Conditions available at:  
[www.thebusinessstravelconference.com/book.htm](http://www.thebusinessstravelconference.com/book.htm)

Accommodation at The Novotel London West can be booked directly by delegates. Please call 020 8741 1555 quoting TBTC. Special rates agreed are £107 +VAT for Sunday night and £132 +VAT for Monday night (rates include breakfast). Twin occupancy is available for delegates who wish to share at an extra £20 on either night.