

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



1-2 October 2007

The Renaissance Hotel London Heathrow

**£335** +VAT

**LEARN**

**DO BUSINESS**

**NETWORK**

**HAVE YOUR SAY**

**GET RESULTS!**

**Price includes**

- Entry to all conference sessions over two days
- Admission to the TBTC'07 exhibition
- Delegate conference pack including supplier directory
- Downloadable session speeches and presentations
- Q&A sessions and interactive voting

**Plus**

- All delegate lunches, refreshments and welcome breakfast
- Monday evening meal with drinks and entertainment
- Free on-site parking
- Accommodation available at a discounted rate

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

## Who should attend?

Anyone with responsibility for booking, buying, arranging or handling business travel who wants to learn from industry experts how to save their company or clients money while at the same time achieve greater efficiency.

This includes everyone from PAs, secretaries, business travel agents and TMC staff to dedicated travel, procurement, purchase and finance managers – in fact, anyone whose day-to-day role features the booking or arranging of corporate travel.

The Business Travel Conference is taking things back to basics with a two-day programme of seminars and an exhibition designed to educate and train delegates on the core areas of business travel – the subjects that really matter.

Featuring experts from the industry's leading suppliers, as well as buyers that have implemented successful travel programmes, every session is geared to educate, train and advise delegates on best practice, cutting costs and streamlining your company's or clients' business travel.

## Networking

There's more value in networking than many people realise and that's why The Business Travel Conference has been designed to provide plenty of time to meet and exchange ideas with others that share your day-to-day role and responsibilities, as well as with up to 50 leading business travel suppliers in the Exhibition Hall, where all refreshments will be served.

The Monday night meal and Conference party – with food, drink and live entertainment all included in the delegate fee – will provide the perfect opportunity for you to meet and chat with potential business travel partners, as well as the ideal setting in which to socialise with other Conference delegates that share the same responsibilities and goals as you.

## Interactive Voting

An electronic voting system will allow delegates to participate in sessions and air their views (confidentially, if preferred) on the various issues in question. The results will be displayed live to enable panelists to give instant feedback.

## The Venue

The Renaissance London Heathrow Hotel is a four-star Marriott property located on the A4 Bath Road, by London Heathrow Airport, easily accessed by road and public transport.

## Prize Draw

One lucky delegate will win a luxury long-haul holiday – the winner will be drawn at random at the close of the Conference.



## The Moderator

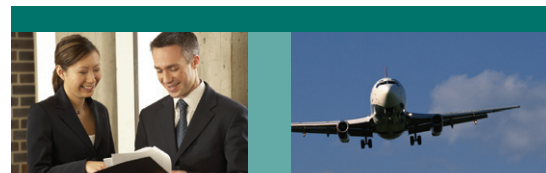
Award-winning TV and radio broadcaster Peter Nunn will be moderating all sessions during The Business Travel Conference. Peter has considerable experience in the travel industry and is a regular contributor to BBC World's Fast Track.

## Exhibitors include...

- Air New Zealand • Air Berlin • Budget
- Concur Technologies • Eton Travel • Gelco Technologies • Malmaison Hotels • Fraser Residences • HRS • KDS • London Luton Airport • Mondeair • Omega World Travel
- Park Plaza • Renaissance Hotels • Royal Brunei • Travelpackonline • TravelRes

## Speakers from...

- BT • British Airways • Amadeus • Carlson Wagonlit Travel • Concur Technologies, Inc. The Corporate Travel Partnership • DEFRA
- E & J Gallo • Eos • Expedia Corporate Travel • HRG UK • Hotel Reservation Service
- HSBC • Institute of Travel Management
- Planet Wise • Sabre • The Trainline



**“TBTC’07 will extend your expertise, increase your buying power and help you manage key relationships”**



# CONFERENCE PROGRAMME

1-2 October 2007  
The Renaissance Hotel London Heathrow

## Monday October 1

**9.00am**  
**EXHIBITION OPENS**  
Registration and meet suppliers in the Exhibition Hall.  
Coffee, croissants and pastries served in the exhibition area

**10.45am**  
**CONFERENCE OPENS**  
Welcome  
Moderator’s Introduction  
Outline of Conference Objectives

**11.00am - 11.45am**  
**SESSION ONE:  
BACK TO BASICS 1**  
– The Buying Process

- What is the Buying Process and where do you start?
- Why is a Travel Policy essential and how do you create one?
- What are the key considerations for its content?
- How can you collect meaningful data on your travel spend?

**11.50am - 12.30pm**  
**SESSION TWO:  
BACK TO BASICS 2**  
– The Tools Of Business Travel

- What are the key steps when arranging/making bookings?
- Can you do it by yourself and book direct?
- Which suppliers should you use?
- HBAs, TMCs and Self-Booking Tools explained – but which are best for you?

**12.30pm - 2.00pm**  
Drinks reception in the Exhibition Hall followed by buffet lunch

**2.10pm - 3.20pm**  
**SESSION THREE:  
TRAVELLER BEHAVIOUR**  
– Controlling Your Travellers And Your Bottom Line

- What is Travel Compliance?
- How do you track ‘travel behaviour’?
- What is Company ‘Duty of Care’?
- What do you need to know about Corporate Manslaughter legislation?

**3.20pm - 3.45pm**  
Tea and coffee served in the Exhibition Hall

**3.50pm - 5.00pm**  
**SESSION FOUR:  
SMEs – Why Size Really Doesn’t Matter!**

- How can SMEs buy as competitively as the corporate giants?
- How can SMEs negotiate the best rates from suppliers?
- How can SMEs understand and secure those vital extras?
- How important are supplier relationships in maintaining those deals?

**5.00pm - 6.00pm**  
Evening drinks reception in the Exhibition Hall, sponsored by Air New Zealand

**6.00pm onwards**  
Time to unwind at the Conference party

**Tuesday October 2**  
**9.00am**  
**EXHIBITION OPENS**  
Meet suppliers in the Exhibition Hall.  
Coffee, croissants and pastries will be served in the Exhibition Hall

**9.50am - 11.00am**  
**SESSION FIVE:  
MANAGING TRAVEL EXPENSES – And Reducing The Paper Trail**

- Why does switching to an online solution make sense?
- What are Expense Management Tools?
- What is an Automated Expense Management System?
- What user-friendly Workable Solutions should you consider?

**11.00am - 11.30am**  
Tea and coffee served in the Exhibition Hall

**11.35am - 12.50pm**  
**SESSION SIX:  
SUSTAINABLE TRAVEL POLICIES – Why Green Can Mean Lean**

- Why going green is good for business
- How can your company make the transition and communicate the change?
- How can you measure and reduce your carbon footprint and offset what you can’t?
- Where can you source ‘green suppliers’ and how to evaluate existing ones?

**1.00pm - 2.10pm**  
Buffet lunch



**2.15pm - 3.00pm**  
**SESSION SEVEN:  
IN THE SPOTLIGHT:  
Richard Tams,  
British Airways**

- Business success – a case study
- Business Travel perceptions and insights
- How to develop and maintain key TMC relationships



**3.00pm - 3.30pm**  
Tea and coffee served in the Exhibition Hall

**3.35pm - 4.15pm**  
**SESSION EIGHT:  
THE FUTURE OF BUSINESS TRAVEL – The Major Trends That Will Affect Your Business**

- The way forward - trends and predictions
- How to stay one step ahead of change

**4.20pm**  
**Wrap Up** – Reprise and review of conference objectives

**4.30pm**  
**PRIZE DRAW**  
Winner of our luxury long haul holiday announced



All sessions will feature time for Q&As, enabling delegates to put their questions to the panel speakers.

\*Conference programme subject to change

# Delegate booking

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

Alternatively, complete the form below and fax back to 020 8649 7234 or post with payment to TBTC'07, BMI PUBLICATIONS, SUFFOLK HOUSE, GEORGE STREET, CROYDON, SURREY CR9 1SR

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

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

<input type="checkbox"/> <b>£335</b> - £393.63 inc VAT <b>Conference fee</b>	<input type="checkbox"/> <b>£430</b> - £505.25 inc VAT Conference fee plus discounted Monday accommodation and breakfast	<input type="checkbox"/> <b>£525</b> - £616.88 inc VAT Conference fee plus discounted Sunday and Monday accommodation and breakfast
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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 3 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.  
\_\_\_\_\_

Please debit my card with the following amount:

£  
\_\_\_\_\_

Signature  
\_\_\_\_\_

Registered address of card holder:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your registration will be confirmed within 24 hours of submitting this form.

I agree to the terms and conditions of TBTC 07 - Available at [www.thebusinesstravelconference.com](http://www.thebusinesstravelconference.com)