

# World Meetings & Events

a division of World Travel, Inc.

**WE MAKE TRAVEL SIMPLE**  
**July 2022**



**Welcome!**



**THE UNIVERSITY**  
*of* **NORTH CAROLINA**  
*at* **CHAPEL HILL**

# Meetings & Events

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# 2021 Top Workplaces Winner!

“We have, and will always, believe that our team members are our best assets, so it’s extremely validating to hear our employee-owners are reporting that World Travel is a great place work. Throughout the pandemic we committed to ensuring full employment for our entire team of employee-owners and earning the distinction of an employees’ choice award during such a challenging year truly speaks to our employees’ dedication and passion for World Travel and our clients.”

– Liz Mandarino, President & CEO



## Agenda

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- 1) Why World Meetings & Events?
- 2) Benefits Of Working With Us
- 3) Services & Capabilities
- 4) Air Process
- 5) Dashboard
- 6) “TRF” Travel Request Form
- 7) Q&A

# Why World Meetings & Events?

- Award-winning team (CMI 25) 6 years running
- Experts in planning & executing programs
  - for 10 to 5,000
- Largest organically-grown TMC in the
  - United States
- 100% employee-owned
- Team of 30+ Meeting, Group & Air Professionals
- Dedicated Higher Ed Team, Email, and Phone Number

***Through partnering with World Travel, Universities gain better governance, more transparency into travel spend, and support to meet travel program goals. Travelers can book online but will also have peace of mind knowing an experienced team of travel experts is ready to assist.***



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# Benefits of Working with World Travel:



- ✓ Duty of care assistance to ensure the *safety of traveling students, faculty, and guests*
- ✓ *Preferred Travel Management Company* for the University of North Carolina Chapel Hill
- ✓ Sourcing, planning and technology services for *domestic and global programs*
- ✓ Access to technology solutions that *streamline approvals*, reporting, and a customized traveler experience
- ✓ *24/7/365 support* from experienced, in-house Travel Consultants
- ✓ Dedicated Higher Education Team *trained to handle the varying needs of multiple academic departments* including athletics
- ✓ *Customized Travel Request Form “TRF”* is designed to allow you to provide all your program details and register your program with World Meetings & Events

# Services We Can Assist With

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- ✓ **Site Selection-** Helping you source the perfect destination for your programs & meetings
- ✓ **Contract Negotiations-** Let our expert negotiators handle the heavy-lifting on your program contracting
- ✓ **Group Transportation & Air Services-** From chartered air, group air blocks, to ground transportation, we've got your logistics covered
- ✓ **Meeting Management-** Event Food & Beverage planning, Audio Visual, & Rooming List Management
- ✓ **Custom website design and development-** registration and reporting for that VIP program
- ✓ **Event technology solutions and mobile apps**
- ✓ **3rd party vendor management-** Destination Management Company or Ground Transportation
- ✓ **Media and Production Management**
- ✓ **Virtual & Hybrid meeting support**



*We offer a  
variety of  
services to  
meet your  
specific needs*







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# Group Air

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## What is a Group?

- A Group must consist of a minimum of 10 or more travelers

## Types of Tickets:

### Group Space Tickets:

- Minimum of 10 travelers, must all travel on the same flights/same dates. Examples: (Athletics & Study Abroad)

### Individual Airline Tickets:

- Minimum of 10 travelers, all going to the same destination. Origin cities and dates could be different



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# Group Air Process

## (1) Travel Request Form

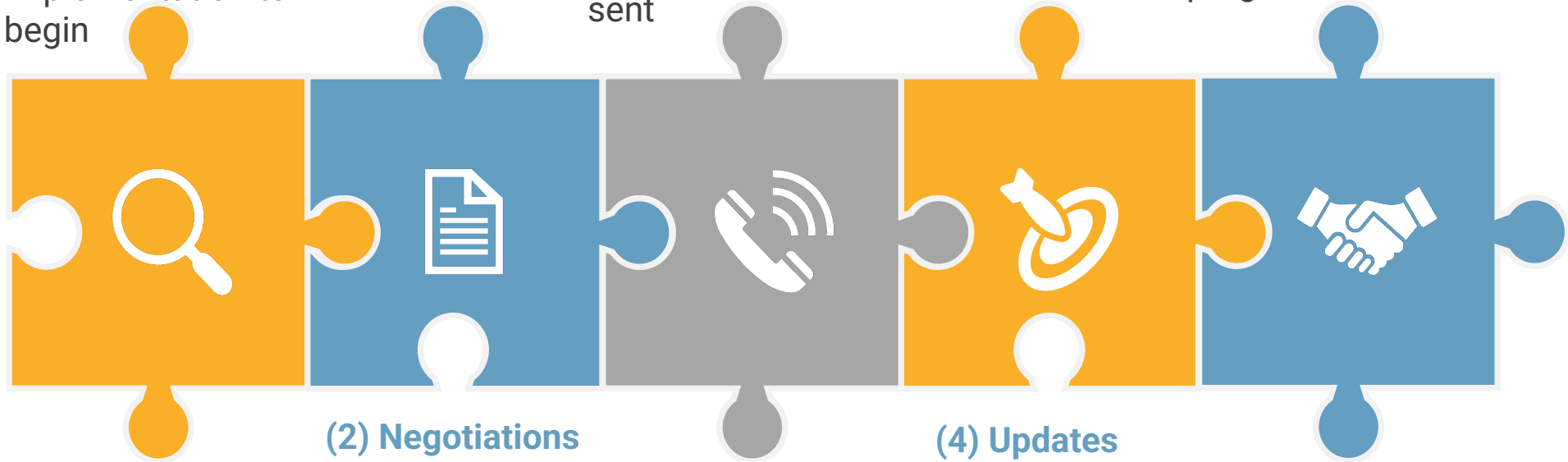
- The link is filled in by program arranger
- A reach-out within 1-2 business days for discovery call & implementation to begin

## (3) Reservation Process

- Engage with travelers and complete booking process, which ends with tickets being issued and invoices are sent

## (5) Program Complete

- Surveys are sent
- Final Reports are provided
- Begin work on next program



## (2) Negotiations

- Determine best airline to deliver the lowest cost, optimal routes
- Overall best fit for your program

## (4) Updates

- Review & Edit any last-minute substitution of students/faculty/teams



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Athletic, Club &  
Team Travel



Alumni,  
Business &  
Leadership



Study Abroad



Admissions &  
Recruiting



Mission &  
Humanitarian  
Programs



Faculty and  
Staff

## Dashboard Introduction

- [Dashboard](#)
- Description of the various program types
- Resource for consultation requests
- Access to Travel FAQs
- [TRF](#)

# We Make Higher Education Travel Simple:

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## **University Business Travel:**

Our full-service travel portfolio will include a customized travel program implementation, dedicated account management, communications and support, data management and robust reporting.

## **Faculty and Staff Travel:**

Our specialists keep your administration, faculty, and staff reservations organized and supported. We're experienced in managing international and domestic programs of any volume.

## **Admissions and Recruiting:**

Make an excellent first impression with a clear and customized itinerary for prospective members and guests of your university family.

## **Athletic Travel:**

Streamlining your club, team or tournament travel. Our travel program covers hotel, airfare and ground transportation for athletes, coaches and staff. We'll focus on the travel needs so you can focus on the competition.

## **Study Abroad:**

We're excited to make your students' adventure as safe, convenient, exciting and educational as possible. We'll arrange the airfare, ground transportation and transit lodging so learning and exploring are their only priorities.

## **Mission & Humanitarian Programs:**

Our extensive global travel experience allows us to support programs around the world. We'll handle transportation and lodging while planning a meaningful trip.

## **VIP Event Travel Programs:**

We offer exceptional high-end travel experiences for your University Benefactors, Trustees, Donors, Officers, Faculty and VIP's.

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# We Make Meetings Simple

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## Higher Education Travel Request Form

Please provide program details and a World Travel, Inc. Higher Education Team Specialist will contact you to arrange a call for review and discuss next steps. A minimum number of 10 travelers is required to proceed. We look forward to working with you!

### Contact Information

University Name \*

Requestor Name \*

Requestor Title \*

Requestor Email \*

Requestor Phone \*

Contact Time? \*

What is a preferred time to reach you by phone? (please include time zone)

### Program Details

Program Name \*

Program Website

Website or link associated to this program / event if available

Program Type \*

Start Date \*

End Date \*

Destination \*

Number of Participants \*

A minimum number of 10 travelers is required

World Travel, Inc. Services Requested \*

Additional Details

### Documents

Attach any relevant documents such as program itinerary, preferred flight schedules, etc.

File Attachments

### Confirmation Details

Please check below and provide your email to receive a confirmation of submission.

☐ Send me a copy of my responses

Submit

[Privacy Notice](#) | [Report Abuse](#)

- ✓ One location for all your air, program, and meeting needs
- ✓ 1<sup>st</sup> step in registering your program
- ✓ Client completes “TRF” which captures contact information, services requested, and event details
- ✓ “TRF” generates to air/meeting specialist
- ✓ WME reach out within 1-2 business days
- ✓ Discovery Call scheduled to review submission & discussion on next steps
- ✓ Planning, Implementation and Programming commences accordingly

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## Why Travel Insurance?

*Travel Insurance can provide peace of mind and medical assistance around the globe not just for leisure travelers but for your most valuable asset, your faculty and students.*

## Travel Insurance Coverage Includes:

- ✓ Trip Delay Expenses
- ✓ Lost or Delayed Baggage
- ✓ Medical Treatment
- ✓ Dental Treatment
- ✓ Medical Evacuation
- ✓ 24-Hour Emergency Assistance
- ✓ Group and Individual Policies

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The proud employee-owners of  
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**THANK YOU** for your partnership!

Let's Do This Together!

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