Meeting Request Form vs. Meetings Management

Cvent's Meeting Request Form and Meetings Management are both great options for your organization and serve different purposes. Regardless of which solution your team needs, both are an integrated part of our Cvent Event Marketing and Management Platform, so attendee data can aggregate and connect seamlessly between all your solutions.
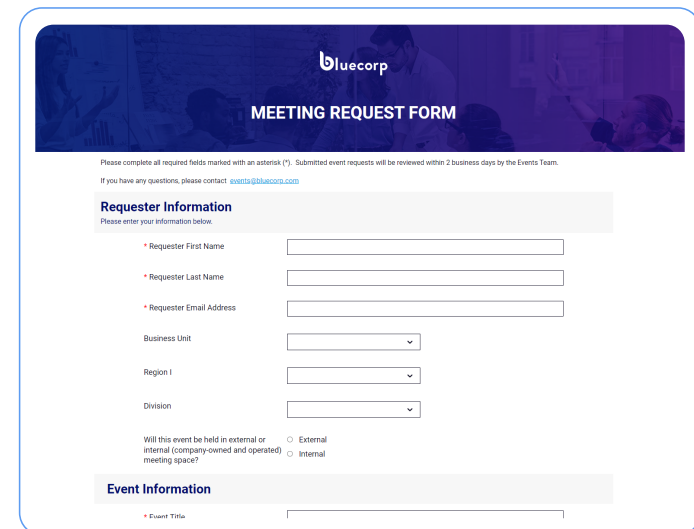
MEETING REQUEST FORM

Meeting Request Form allows you to collect details from internal stakeholders for their upcoming meetings requests, ensures consistency in the data collected, and provides visibility into the meetings occurring across your account.

- Customize the look and feel of the form to match your organization's branding

- Configure the form to collect key information specific to your needs

- Control who has access to submit, view, or edit the form

- Access a consolidated list of vendor categories, source vendors, and create Requests for Information (RFIs)

When to Use Meeting Request Form

- Organizations that are looking to collect information from meeting requestors in a central streamlined process

- Organizations who need one automatic notification to the requester and can handle other communications manually

- Capture key meeting details such as points of contact, location, vendor information, and budget using fields and custom questions on the form

- Report across all submitted meetings to provide insight into the overall meeting program

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MEETING REQUEST FORM

Please complete all required fields marked with an asterisk (*). Submitted event requests will be reviewed within 2 business days by the Events Team.
If you have any questions, please contact events@bluecorp.com

Requester Information
Please enter your information below.

* Requester First Name

* Requester Last Name

* Requester Email Address

Business Unit

Region I

Division

Will this event be held in external or
internal (company-owned and operated)
meeting space? ○ External ○ Internal

Event Information

* Event Title

MEETINGS MANAGEMENT

Meetings Management provides additional features, such as multiple-level approvals, automated workflows, and budget management that are often needed to manage more complex meetings programs.

- Automate meeting processes with automatic notifications and approval requests
- Increase compliance to mitigate risk through policies
- Ability to track lifecycle of the meeting through Event Planning Statuses
- Analyze account-wide data to make informed business decisions
- Demonstrate ROI by bringing together attendee, cost, and revenue data in a central repository

When to Use Meetings Management

- Leverage end-to-end strategic workflow creation, customized to meet organizational requirements
- Consolidate your organization's meeting program in one system – all aspects of the meeting cycle/process are centralized, including meeting requests, approvals, registration and event management, venue sourcing, budget input, and reporting
- A single solution platform for large organizations to accommodate their unique processes and provide robust reporting

MEETING REQUEST FORM VS. MEETINGS MANAGEMENT

Event Planning Stage/Feature	Meeting Request Form	Professional License	Enterprise License	Description
Planning				
Event Planning Statuses		✓	✓	Track activity progress and see how far along your event is in its lifecycle.
Internal Planning Calendar (not external-facing)		✓	✓	Use an internal calendar to organize upcoming events and help your team navigate the event schedule.
External Event Calendar			✓	Embed a calendar on your website that automatically updates with your Cvent events, so that visitors can easily register for the events that fit their schedule.
Meeting Request Form (MRF)	1	1	Unlimited	Collect and centrally store data from internal stakeholders about upcoming meetings requests, kicking off the approval and notification process for each one.
Process Forms			✓	Give your internal teams an online form to suggest automated processes that improve the efficiency of your meetings and events program.
Workflow Components				
Meeting Planning Statuses		✓	✓	Build out your meeting lifecycle with custom meeting request statuses which encompass each phase a meeting moves through.
Event Roles		✓	✓	Assign custom event roles to your team and enable personal notifications based on their respective reponsibliiites.
Notifications		15	Unlimited	Get progress email notifications as your team works through the event lifecycle.
Email Alerts	1	1	1 per MRF	Receive an email alert notification for every meeting request and new form submitted, allowing you to keep a record and stay up to date.
Policies			✓	Set up policies that prevent your team members from completing tasks out of order and risking disruption to your meeting planning process.
Triggers			✓	Set up automated notifications that alert team members when specific conditions in your event lifecycle are met, reducing the need for manual updates.
Automated Approval			✓	Automatically route approval notifications to appropriate team members based on pre-approved responses that you designate.
Budgeting				
Budget Module		Additional Cost	✓	Monitor event-related expenses, organize spending, and track savings across an individual meeting or your entire meeting and events program.

MEETING REQUEST FORM VS. MEETINGS MANAGEMENT

Event Planning Stage/ Feature	Meeting Request Form	Professional License	Enterprise License	Description
Budgeting (continued)				
General Ledger Codes		Additional Cost	✓	Help your accounting department track revenue in their general ledger by running reports and tagging fees with specific general ledger codes.
Budget Policies		Additional Cost	✓	Put policies in place that prevent your team from submitting costs that exceed your total event budget.
Budget Allocation		Additional Cost	✓	Allocate expenses into categories and subcategories, with designated limits for each.
Budget Versioning		Additional Cost	✓	Prepare for any scenario by creating multiple versions of your event budget based on factors like location and venue.
Spend per Person (HCP) Tracking		Additional Cost	Additional Cost	Track spend per person (meals, travel, etc.) across your meetings and then evaluate all that data in a one-click report.
Reporting				
Strategic Meetings Management/Budget Cross-Event Reports		✓	✓	Track meetings, RFP's, registrations, and spend across all of your meetings and events by using our robust cross-event reporting tool.
Turnaround Time Reports			✓	Evaluate the efficiency of your meetings and events program by tracking how many days it takes for a meeting to move from status A to status B.
Dashboard Views of Data			✓	Design dashboards for your meeting and budget data, then share them with your team in a portal or regular email cadences.
Implementation				
Consulting Hours		**	**	** Available for scope and purchase: Work with a Cvent implementation consultant to learn your business needs and help build the form/workflow of your event.
Workflow Analysis and Design			✓	Receive a Visio diagram that walks you through each step of your custom event workflow.
Customized Process Training and Step-by-Step Guides			✓	Get hands-on training to understand how your SMM program is implemented using Cvent technology.

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Cvent is the global meeting, event, travel, and hospitality technology leader.

Cvent provides easy-to-use, integrated technology solutions to maximize the impact of meetings and events of all sizes. We help organizations plan and market events, execute onsite, engage audiences, and measure and analyze results.

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