

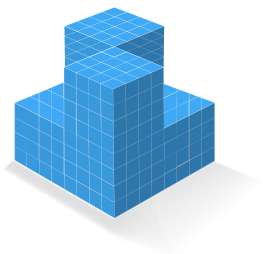
meetingbox

THINK INSIDE THE BOX

The smart way to manage projects

The #1 project automation & management tool.

Meetingbox is the next generation software to rethink the management of your project workflows and process automation in the digital age



Project Workflow Management

Meetingbox Features Matrix

- Dashboard
- Contact Handling (Staff, Accounts, Suppliers) CRM
- Service Database & Allocations
- Meeting Request Forms
- Task Management
- Collaboration – Internal & External
- Project Planning
- Budget, Quotations & Estimates
- Presentations & Offers
- Operations & Action Planning
- Accounting & Finance
- Cash Flow Management
- Purchase Orders & Vouchers
- Project Evaluation / Feedback
- HR Management
- Calendar Task Planning
- Time Tracking
- Reporting Centre
- Advanced Reports
- Custom Reports & MIS

Customer Success Story

MAXIN PRAGUE: 10% INCREASE OF THE CONVERSION RATE THANKS TO BETTER PROJECT WORKFLOW MANAGEMENT WITH MEETINGBOX

Prague is amongst the most beloved and desirable travel destinations for event managers (and their attendees) around the world. The city and its surroundings offer a great mixture of ancient castles, noble palaces, monasteries, and exceptional contemporary congress halls, restaurants, galleries, and night clubs.

So, all prerequisites for a great event are available. But, as any experienced event organizer will tell you, you have absolutely no chance for success without the support from an established local destination management agency (DMC).

Maxin PRAGUE is the trusted partner we would wholeheartedly recommend if you plan an event in the Czech capital. The company, founded in 1999, is one of the acknowledged leaders of the Czech MICE industry, that has organized thousands of memorable events of all types - meetings, incentives, conferences, product launches, team building activities, anniversaries, special interest programs and many other. What really helps Maxin stand out is the personal approach and the tailor-made solutions that the company's experienced team offers it's Czech and international clients.

"We believe that getting down to the last detail creates excellence", says Daniel Kožík, Head of Events at Maxin PRAGUE, "This is why we always thoughtfully analyze our client's needs and try to come up with unique creative ideas that we then turn into unforgettable events. Being perfect to the very last detail would be undeniably impossible if we hadn't automated some of our processes thanks to the event software solution from Meetingbox."

Automation is only part of the digital transformation that companies in the event industry have to undergo to get more cost-efficient, avoid unnecessary errors, and save time for more significant tasks. It goes hand in hand with improved communication inside the team, better use of the data that is collected, and optimization of all processes.

There are countless event software solutions on the market, which makes finding the right one for your business a tough but also a very rewarding job. You should always start by trying to find out how good the software provider understands your business. Talk to representatives of the selected companies and ask them how exactly can their product help you.

After the first meetings and discussions with the Meetingbox team, Maxin PRAGUE decided to start its digitalization by implementing Meetingbox's Project workflow management module in order to optimize the entire workflow process and simplify price quote creation, invoicing and cash flow management.

"To be fair, I didn't expect that the results from our collaboration with Meetingbox could be so remarkable. We have integrated the event software of the Munich based company at the beginning of 2016 and started working much faster and more efficient right away. Our requests' conversion rate has increased by 10% while at the same time overall operational and workforce costs have decreased.", shares Jakub Skorik, Head of Sales at Maxin PRAGUE. "We standardized processes and workflow and managed to cut down most repetitive manual tasks drastically."

In many companies, different departments use software from different suppliers, which makes collaborations extremely difficult. And people can hardly make any sense of the data that is collected in various databases. Meetingbox helps overcome this challenge. With the all-in-one box software solution, all data that is gathered before, during, and after each event could be accessed and analyzed by any team member at any moment.

"Our financial department is very satisfied with the implementation of Meetingbox", again Jakub Skorik, Head of Sales at Maxin PRAGUE. "It helps us offering confirmation of receipt of enquiry within three hours, provision of accurate proposals within the shortest given deadline and proposals quoted according to RFP and budget guidelines. Our financial reporting also got better."

In the last 20 years, Maxin PRAGUE has organized more than 1400 events, which makes the company one of the most experienced in the Czech market. But it's not just the quantity, the company's events stand out with its creativity and perfection.

"What's our secret? Hard work and perfectionism.", explains Maxin's Head of Events Daniel Kožík. "And having more time to focus on the creative side of our business. This is where Meetingbox comes into play by automating the boring part of our jobs."

Quote

"We are so satisfied with the quality of the product, the customer support and the possibility to optimize and adjust every aspect of the software, that we often recommend Meetingbox to our suppliers and partners in private conversations", Jakub Skorik, Head of Sales at Maxin PRAGUE

Customer Success Story

Gulf Dunes: How Event Software Helps The Company Stay Creative

Automation and optimization of processes is at the core of Gulf Dunes amazing events

Are you looking for experienced MICE professionals in the United Arab Emirates or Oman? Well, look no further! Because Gulf Dunes is undoubtedly one of the best Destination Management Companies in the region. The multi-awarded company has two offices – one in Dubai, UAE and one in Muscat, Oman. Since its foundation in 1995, Gulf Dunes has organized countless meetings, conferences, team buildings, gala dinners, product launches and all other types of events you can think of.

"Oman is a unique destination. Mountains, oasis, beaches, desert slopes – you can experience it all here", says Ameir Shubber, Project Manager at Gulf Dunes' Oman Office. "But it's not just the exceptional natural landscapes - the people here are very warm, and the hospitality is something you could experience only in this region."

Gulf Dunes is proud to have organized various memorable events for big international clients, such as IBM, Allianz, Nike, BMW, Givenchy, Siemens, Cisco, American Express, and many more.

"When talking about the UAE, people often use superlatives like 'finest', 'biggest' and 'tallest'", says Syed Awais Ahmed, Head of Product & Business Development at Gulf Dunes, "We are pleased that our customers use superlatives about our services too. What sets us apart from the competition is our perfection down to the last detail and the unique creative concepts."

Coming up with great ideas takes time because very often, the first brainstormed idea isn't the best one. Unfortunately, time is the most scarce resource for all the people working in the MICE and DMC industry. Gulf Dunes' management was aware of the fact that in order to keep its leadership position, the company needs an unconventional solution – one that would help staff members save time, without hurting the quality of the events.

"We've had already optimized many processes, but still it was hard to keep up and maintain our high standards", says Peter Payet, CEO of Gulf Dunes, "This was the moment when we heard of the event management solutions of Meetingbox. At our first meeting, I was stunned – the product of the Munich based IT company looked as if it was designed especially for us. It turned out that this was not a coincidence – the team behind Meetingbox has more than 35 years of experience in the event industry with big international clients. This is why they knew exactly what a company in the MICE and DMC industry needs."

Gulf Dunes first introduced Meetingbox' Project Workflow Module in 1999. It helped the company standardize business processes, external client documentation (proposals, contracts, estimated budget sheets, invoices, etc.) and internal documentation (cost sheets, approval procedures, etc.). The fruitful collaboration between both companies has even led to the development of new features of the software that could be very beneficial to other MICE professionals around the world.

"We have built all our processes around the Meetingbox event software. Now we have one platform for all our teams which results in higher cost-efficiency, fewer errors and the existence of one centralized database that provides us with valuable insights, progress reports, and real-time updates", Peter Payet. "We now plan also to implement the Event Management module from the Meetingbox software, that will make handling event registration much easier."

Event Management is one of the 3 main modules of Meetingbox' all-in-one solution. Together with the Project Workflow Management and Mobile Event Apps modules, it helps event managers and event planners from all types and sizes of companies manage, streamline, and automate events from start to end.

Quote:

"Our industry is extremely dynamic, and clients are very demanding. Behind every event, there is an enormous amount of work. Experience helps deliver better results, but what really makes you outperform yourself and the competition, is using the right event software solution. For us, it is definitely Meetingbox", Peter Payet, CEO of Gulf Dunes.

Project Management
Process benefits

Meetingbox – is the only fully integrated tool for comprehensively managing projects and events, focusing on both efficiency in project planning and the management space, as well as whole new levels of digital customer experience in project execution.

It provides an integrated database, a common workflow to support rapid execution of repeatable tasks, templates that help automate repetitive task and collaboration tools that help standardized processes across multiple locations or businesses.

At its core it is a project workflow tool, which allows an agency, destination management company, or a meeting and events organization – to automate the workflows around the processes related to pitching, planning and executing a project (including procuring services efficiently, and collaborating between different people working on the project), and then reporting on the financial viability of each project.

Sales:

Easily track and understand your sales process and benefit from an existing CRM or easily configure third party systems. This allows organizations to easily manage leads, contacts, suppliers, and related business information in one view.

Automated Meeting Request Forms allows organizations to get real time project information from clients which then create projects automatically in Meetingbox auto populating all relevant project details and doing away with manual interference and missed information.

Operations:

Repetitive manual tasks is one of the major pain points for organization operations. Using predefined standard tasks to make sure that important steps are not overlooked allows the teams to work faster and more efficiently. The platform allows organizations to create customizable workflows, create automated and unlimited offers, estimates, cost sheets, budgets and Html presentations based on the service database, allocations, rates etc.

Operations can get a real-time overview of all deliverables, activities, action plans, milestones and tasks in one overview. Using project roadmaps to keep everyone up to date and allowing collaborations across teams or offices for better controls on projects. Automatic reminders help keep track of client requirements, supplier confirmations and on ground handling through managing changes in real time for ease of handling

Once approved by the client, operations can transform estimates and offers into ready-to-pay invoices automatically, thereby notifying finance on all incoming and outgoing payments, saving time and effort.

All contracts, confirmations, project estimates, internal costs sheets etc are stored in individual project file managers doing away with manual storing and data loss.

Finance:

In Meetingbox, all your features are in one place – from invoicing up to cash flow management and everything in between. The processes are automated to allow for minimising errors, payment delays through automated notifications and reminders thereby allowing you to easily monitor your project's incoming and outgoing payments.

Automated reports allow you to easily estimate the amount of cash that you will have on hand at any one time.

Meetingbox has the flexibility of integrating with various software systems which has allowed organizations to work with existing software systems and processes thereby minimizing process change but has optimized functionality and controls through a single use platform.

Management:

Tailored for the diverse and complex requirements of an organization, Meetingbox is simple and yet intuitive. Meetingbox makes it easy to monitor how each project is performing. The data-driven intelligence goes beyond standard project reporting and provides insights in all areas of the business. Ready-made reports and dashboards help get valuable insights at a glance.

Meetingbox is highly configurable to the DMC business needs. Customizing Meetingbox according to the needs and defining your organization and team settings to suit the way your company works.

Customer speak

Meetingbox has allowed us to have strong visibility into our business, making us more efficient and delivering an even higher calibre of service to our clients. We are now working smarter not harder.

Justine Thomas-Butler, Head of M&E @ Emirates

Meetingbox enables us to present first class proposals in a timely manner and allows leadership teams to make informed business decisions based on accurate data.

Cathy Mead, CEO @ Gulf Dunes

Meetingbox allows us to centralize our database/knowledge and provides valuable time savings for our project managers in every single step of their activities...

Oussama Bou Kamel Touch +971 – General Manager

The Meetingbox Advantage

















A single platform for all the teams resulting in higher cost-efficiency, quicker turn around, fewer errors, standardized processes, collaborations across multiple businesses and a single centralized database that provides organisations with valuable insights, controls, progress reports, and real-time updates. Whilst delighting customers.