



# protel **Air MICE**

## 360° Banquet and Conference Management

### Meetings Incentives Conferences Events

Many questions need to be answered when professionally planning and organizing receptions, banquets, and other events.

Where can I make changes to my arrangements? Can I still sell something? Are there enough rooms available for this event? When and where does the event take place? How many guests am I expecting? What equipment will I need?

### Effortless access to all of the necessary information

protel **Air MICE** supplies you with all of the necessary information about events and items on the agenda, thereby supporting the needs of both the sales person and organizer. As a result, you are always well informed to make the right decisions, enabling you to organize at ease.

### Work made quick and easy by using predefined elements

Events are created at the blink of an eye. Once defined, event details can be copied as often as you like. Standard procedures including all the necessary services and materials can be predefined even for entire events. This is especially useful when applying standard packages.

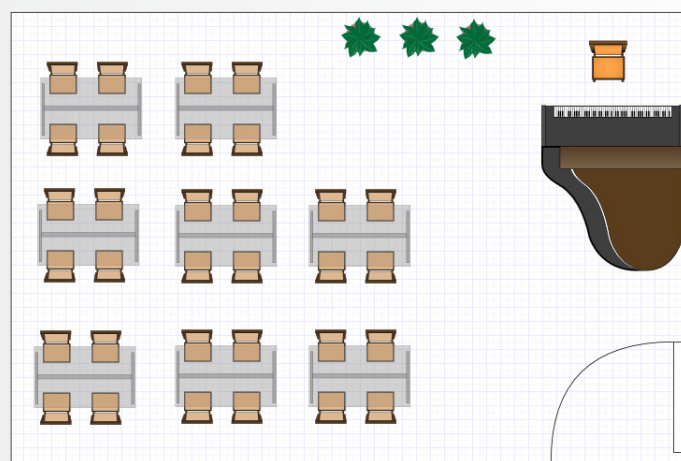
### Two tasks, an all in one tool: Manage, organize and produce

The close interaction with protel **Air** Front Office quickens and simplifies tasks like creating invoices or evaluating turnover. Features such as traces or the guest profile seamlessly use the data from protel **Air MICE**, enabling you to manage your entire events business with a single solution.

### protel **Air MICE**

#### Promote, create and deliver the perfect event

- ▼ Manage all types of events, large or small
- ▼ Organize rooms and equipment
- ▼ Reserve rooms simultaneously
- ▼ Streamline cross-departmental collaboration
- ▼ Book accommodation and banquet services collectively
- ▼ Create and integrate illustrative room-plans, i.e., with the easy to use graphic tool Gliffy

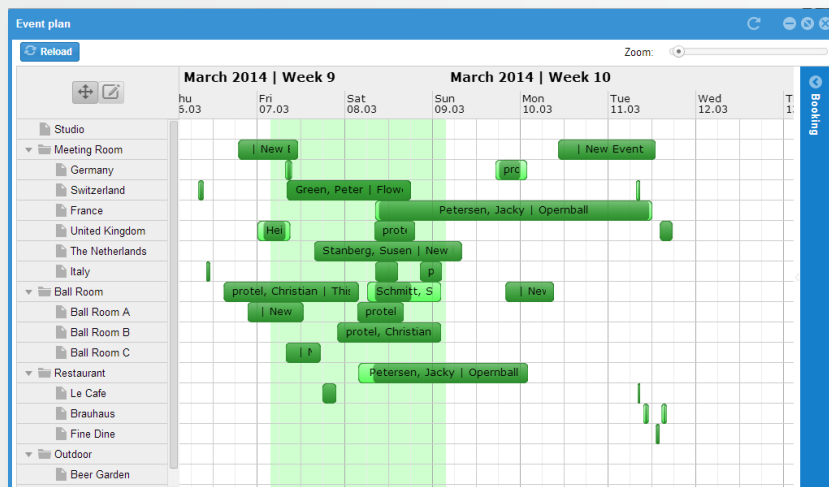


protel **Air MICE** is an optional add-on for protel **Air** - your Cloud hotel management system.



## Event scheduling

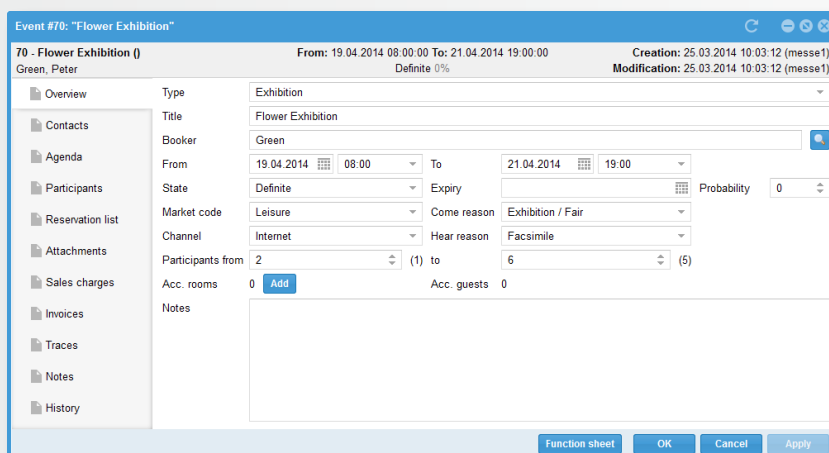
- Multifunctional planning tool with details about all of the meeting rooms and facilities
- All available hotel rooms and event venues at a glance
- Scheduling of single and divisible meeting rooms, or even of individual tables and seats
- Overview of all bookings and options



protel Air MICE Event plan to help keep an eye on things

## Event planning

- Create and revise events and reserve rooms while you're at it
- Get a quick view of the associated components, such as room and equipment booking
- Instantly forward information and changes to all employees across departments
- Keep every employee in the loop with work and service orders (traces and function sheets)



Detailed planning is the basis for event perfection

## Event controlling

- Active lists with core information for all of your events
- Various views and extensive filtering options for optimal information analysis
- Sales probability for even more exact estimations about turnover or availability
- Maximized revenues through optimal capacity utilization and perfect planning

Eventlist

Type

Event

From

01/01/14

To

04/17/14

States

Booker

Nr.

Event manager

Von ↑	Bis	Bucher	Veranstaltung	Veranstalt	Status	Wahr	Teilnehi	Bem	Erst.-Dat	Erstellt v
2014-03-02 ...	2014-03-...	protel,...	Internation...	Busine...	Def	30	57-67	Y...	2014...	mes...
2014-03-03 ...	2014-03-...	Newm...	ITB eTravel...	Konfer...	Def	0	1-1		2014...	mes...
2014-03-03 ...	2014-03-...	Britton...	Webinale 2...	Konfer...	Def	0	100-...		2014...	mes...
2014-03-03 ...	2014-03-...	Renne...	Meine VA	Konfer...	Def	0	0-0		2014...	mes...
2014-03-04 ...	2014-03-...	Andre...	DSDS Cas...	Konfer...	Def	0	1-1		2014...	mes...
2014-03-04 ...	2014-03-...		New Event			0	0-0		2014...	mes...
2014-03-05 ...	2014-03-...	Bob, J...	adidas	Moden...	Def	25	100-...		2014...	mes...
2014-03-05 ...	2014-03-...	Nicola...	New Event	Konfer...		0	0-0		2014...	mes...
2014-03-05 ...	2014-03-...	protel,...	New Event	Konfer...		0	20-30		2014...	mes...
2014-03-06 ...	2014-03-...		New Event	Busine...	Def	20	1-1		2014...	mes...
2014-03-06 ...	2014-03-...	Berger...	Get together	Konfer...		20	10-15		2014...	mes...
2014-03-06 ...	2014-03-...	Schmi...	Sarah's Tra...	Hochzeit	Def	90	0-0		2014...	mes...
2014-03-06 ...	2014-03-...	Holida...	Internal ma...	House ...	Def	100	10-10		2014...	mes...

Add

Edit

Remove

Print ▼

protel Air MICE Event list helps you make the most of your room capacities