

Federal Planner ToolBox: Choose the Right Tool to Plan Eco-Friendly, Budget-Conscious Meetings and Travel

Used together or separately, these research tools help you achieve successful events and travel experiences.



The “Group Travel Planning” Tool

If you are a federal travel and/or conference professional, try our Group Travel Planning Tool available through the GSA Travel Management Information Services (MIS). This handy tool is designed to foster accurate, efficient planning for conference events by:

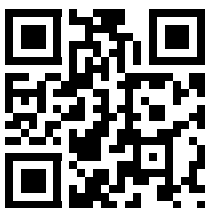
- Creating a set of comparable-cost blueprints for up to 10 potential conference cities;
- Utilizing up-to-date air contract fares, per diem rates, and car rental agreements for estimations; and
- Including an advanced CO₂ calculation methodology to estimate travel CO₂ emissions for travel to and from each potential conference site.

The GSA MIS team provides training and support to familiarize users with this tool. We are currently offering a series of Web-delivered trainings specifically for travel professionals who are new to this tool. To be included in a future training session, contact the GSA Travel MIS Project Team today using the information below.

For More Information

Visit gsa.gov/travelmis for more details.

To request a log-in ID, or to be included in upcoming training, please e-mail travel.programs@gsa.gov.



Scan this code with your smartphone and QR reader app to obtain a pdf version of this publication, or to order a copy.

The “FedRooms® Groups and Meetings” Tool

FedRooms for Groups and Meetings provides hotel market research and sourcing for government meeting professionals. Before you contact any hotel, please complete our online questionnaire with your group and/or meeting requirements. (Requirements should be submitted no less than 30 days prior to group event and /or meeting.) The tool will review your requirements and transmit the information to FedRooms hotels that can meet your needs. Then, it collects and evaluates the hotel responses, returning all applicable information to you within days.

Simply complete the questionnaire found at FedRooms.com and receive:

- Results within five business days;
- Prospective properties with eco-friendly programs;
- A market-research response sheet provided electronically, which includes a side-by-side comparison of hotel costs and features; and
- The FedRooms Guarantee, which ensures all accepted FedRooms rates are at or below federal per diem.

FedRooms for Groups and Meetings is free and easy to use. Get started today!

For More Information

To learn more about this GSA tool, visit www.FedRooms.com and select the “FedRooms for Groups and Meetings” icon tab. If you have questions, send an e-mail to meetings@fedrooms.com or call (800) 254-5543.