



Missouri Group Travel Exchange

April 27-29, 2020

Drury Plaza Hotel & Conference Center
Cape Girardeau



PLANNER INFORMATION



Mark your calendar and plan now to join your group travel industry colleagues at the 2020 Missouri Group Travel Exchange. The 2020 event will be held at the Drury Plaza Hotel & Conference Center in Cape Girardeau from April 27-29, 2020.

The exchange will bring professional group travel planners and tourism industry suppliers together for a networking, educational and business exchange conference. Discover new tourism destinations, reinforce existing relationships and gain insight from your fellow group travel planners.

The conference will include two appointment-based marketplaces allowing you to meet one-on-one with tourism industry representatives.

WHO SHOULD ATTEND: Any group travel planner wishing to exchange ideas and learn more about planning and executing group tours. All delegates must be engaged in a tour planning or decision making position within their organization. ***Delegates are expected to participate in the entire conference including taking their own individual set of appointments.***

HOW IT WORKS: The exchange will consist of two round robin / speed dating style sessions consisting of 6 minute appointments on April 28 **and** 29, 2020. Group travel planners will participate in both sessions. These sessions provide planners with an excellent opportunity to get updates and new ideas from tourism industry representatives.

Once registration has concluded, group travel planners and tourism industry suppliers will each be assigned a delegate identification number. A chart will be created to maximize the number of appointments and will be provided via email prior to the conference, as well as in the registration packet. Breaks will be interspersed.

WHAT DOES IT COST: The **\$125** group travel planner registration fee covers two (2) nights lodging at the Drury Plaza Hotel and Conference Center in Cape Girardeau, as well as all meals which are a part of the exchange.

A special room rate of \$104 plus tax will be offered to group planners wishing to arrive early or stay after the conference. This special offer is based on availability.

Please note that room reservations will be booked by Missouri Travel Alliance per each planner's specified travel plans. Travel costs to and from Cape Girardeau are the responsibility of the group travel planner.

PRELIMINARY SCHEDULE (SUBJECT TO CHANGE:

MONDAY, APRIL 27, 2020

12:00 p.m. – 5:00 p.m.: Group Travel Planners Registration
2:30 p.m. – 4:00 p.m.: Group Travel Planners Workshop / Seminar
5:00 p.m.: Group Travel Planners ONLY Dinner and Entertainment

TUESDAY, APRIL 28, 2020

7:45 a.m. – 6:00 p.m.: Group Travel Planners and Tourism Industry Suppliers Registration
8:15 a.m. – 9:30 a.m.: Group Travel Planners ONLY Roundtable Discussions
9:45 a.m. – 1:55 p.m.: City Tour and Lunch for Group Travel Planners ONLY
2:15 p.m. – 5:15 p.m.: Missouri Group Travel Exchange Session #1 Appointments
(Group travel planners are seated & will meet one-on-one with tourism industry suppliers)
5:40 p.m. – 6:40 p.m.: Networking reception and sponsor booths
6:45 p.m.: All Group Travel Planners and Tourism Industry Suppliers Dinner

WEDNESDAY, APRIL 29, 2020

8:00 a.m. – 9:00 a.m.: All Group Travel Planners and Tourism Industry Suppliers Breakfast
9:15 a.m. – 12:15 p.m.: Missouri Group Travel Exchange Session #2 Appointments
(Group travel planners are seated & will meet one-on-one with tourism industry suppliers)
12:30 p.m. – 2:00 p.m.: All Group Travel Planners and Tourism Industry Suppliers Closing Luncheon and Door Prizes

Register online now at <http://missouritravel.com/sales-marketing/group-travel-exchange/>

FAQs: You have questions, **we have answers!** Below are some of the most frequently asked questions about Missouri Group Travel Exchange.

- 1. This is my first Missouri Group Travel Exchange. What do I need to know to be prepared?** This is a relationship business and while the 6-minute appointments are important, be sure and take full advantage of the networking opportunities afforded to you. If there is a particular planner or supplier with whom you don't have an appointment and wish an introduction please let Chuck Martin know at MOGroupTravelExchange@gmail.com and one of the committee members will facilitate an introduction.
- 2. When should I arrive at the conference?** You should plan to arrive at the host hotel on Monday, April 27th in plenty of time to register and attend the 2:30 p.m. workshop / seminar.
- 3. What should I wear?** Business casual is appropriate conference attire. Casual attire is appropriate for the City Tour and Monday evening planner event.
- 4. May I bring my spouse/friend/companion/co-worker to a certain event?** Advance notification is required and there is a fee. Contact Chuck Martin at MOGroupTravelExchange@gmail.com for specifics.
- 5. I am a tour operator. May I register a delegate as a planner and another as a supplier?** Yes, however the supplier may not attend scheduled planner only events, meal functions, or the city tour.

6. **Did you get my registration?** Each year, we email confirmations to all registered delegates when your registration is processed. This confirmation is your notification that your registration is received. Please note: Your registration will not be confirmed until you have paid in full.
7. **How do I make a change to my registration?** Email changes to Chuck Martin at MOGroupTravelExchange@gmail.com.
8. **May I get a list of who is attending?** A list of attendees will be provided approximately a week prior to the exchange along with your chart of appointments. A full printed attendees list with contact information will be included in your registration packet.
9. **What will the length of my appointments be?** Each appointment is 6 minutes.
10. **What is the appointment format?** The format is a Round Robin / Speed Dating style format. Once registration has concluded, each delegate will be assigned a delegate identification number, and a chart will be created to maximize number of appointments.

During the conference, all group travel planners will participate in two (2) exchange sessions. These sessions are your opportunity to meet one-on-one with travel industry suppliers. You will be involved in both Exchange sessions, while suppliers are assigned to just one session. Tuesday Exchange #1 suppliers will have registration numbers such as 100, while Wednesday Exchange #2 will have numbers such as 200.

To maximize the success of our event, group travel planners are respectfully reminded that they are expected to participate in the **entire** conference, including taking their own set of appointments.

11. **When will I get my appointment schedule?** You will be provided with the chart of scheduled Round Robin / Speed Dating style appointments via email approximately a week prior to the exchange. A hard copy will also be in your registration packet.
12. **How do I get a booth?** Sponsors will have a tabletop during the Tuesday evening networking reception. Please contact Chuck Martin at MOGroupTravelExchange@gmail.com for sponsorship opportunities and information.
13. **Is there an education session for planners?** Planners are encouraged to attend the Monday afternoon seminar from 2:30 – 4:00 p.m. and the Planner Roundtable on Tuesday morning from 8:15 am – 9:30 am.
14. **What is the Planner Roundtable?** Held on Tuesday from 8:15 a.m. – 9:30 a.m. this is an opportunity for planners to discuss issues facing them. This session is open to planners only.

Have additional questions? Contact Chuck Martin at MOGroupTravelExchange@gmail.com .