

Conference / Convention Travel Planning

Travel & Tourism

Document type: Plan / SOP / strategy / guide · Generated 15 Oct 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Plans delegate travel and logistics for a conference/convention — bulk air and hotel blocks, registration-travel integration, transfers, help desk and VIP handling — so hundreds of delegates move smoothly. Use it for large-event travel management. For the event itself use the MICE Event Planning tool.

Purpose of this tool & output

Handle delegate travel for big events

How the output is used

Use it to handle delegate travel for big events — a conference and convention travel planning approach across bookings, logistics and support.

Important cautions

Mass simultaneous movements need detailed scheduling and buffers; confirm blocks early for peak-season events.

Companion documents

- Corporate Travel Program / Policy
- MICE Event Planning
- Corporate Offsite / Team Outing Planner
- Incentive Tour Planner
- Corporate Rate / Supplier Negotiation
- Corporate Travel RFP / Tender Response

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.