



Citi® Meetings Solution

All your event expenses brought together in a single, global Meetings program

Payments for Meetings and Events (M&E) often fall outside standard payment processes, which can lead to inefficiencies, lack of visibility into all company spend, and increased costs. The Citi® Meetings Solution is the optimal solution to capture all of your meeting and event expenses, providing the kind of visibility and control that will help make every meeting a standout success.

Giving you a globally consistent solution

The Citi Meetings Solution provides you with a globally available, flexible and efficient payment solution to help you more effectively manage all of your organization's spend.

Recognizing meetings can occur anywhere across the globe, the Citi Meeting Card is available in over 100 markets and over 47 currencies. Citi's Meeting Card is a centrally billed, traditional plastic card, perfect for both large and small transactions – typical of meetings and events.

In addition to the standard Meeting Card, Citi also offers a Meetings & Events Virtual Card Account (VCA) solution in over 40 markets around the world. Like Citi's traditional Meeting Card, the VCA solution is a centrally

billed payment offering, but with incremental controls. Controls can be set by transaction amount, merchant, category of spend, or period of use. And workflow authorization can be used if leveraging third-party planners or ad-hoc meeting requests.

The combination of the two payment options provides you with maximum flexibility in order to handle any of your M&E payment needs.

Providing robust reporting and integrated data

With our Commercial Card Reporting Solution (CCRS), you can view your complete M&E spend, consolidated across all markets where you have a Citi M&E program. You can select from our 19 standard reports and five dashboards or create a custom report from over 600 fields.

Benefits at a Glance

- Separate your meeting and event expenses from your travel and entertainment spend.
- Gain complete visibility over your event and meeting expenses.
- Track and analyze transaction data by department, cost center, spend category and supplier.
- Gain greater leverage with your suppliers via aggregated meetings and T&E spend data.
- Ensure all spending is in compliance with your internal policies.
- Apply additional levels of control to ensure higher security, compliance and effective management of your meeting budget.

Citi also will work with you to integrate our Meetings Solutions with your technology. You can take advantage of linking your Citi Meeting Program with a meetings-management software, such as Arcaneo Metron™, or any homegrown system. By linking Citi Meeting data with data from a meetings management tool, you have access to a robust set of information which will help you make informed strategic decisions about your meeting program.

Streamlining your processes

You can streamline your accounts payable process by feeding reconciled transaction data directly into your existing ERP system, replacing paper-based processing and reducing associated invoicing costs.

The Citi Meetings Solutions also helps increase the speed at which you make or guarantee payments and deposits with your suppliers, which can improve your existing relationships and be used to facilitate new ones.

And the Card's higher spending limits enable you to better meet all of your event-related expenses – from group airfare and hotel room blocks to conference facilities and audio/visual services.

Citi Meetings Solutions: Bring meeting and event expenses together

Increase the transparency of your meetings spend

Aggregate your card data with other payment and budget data to gain business-intelligent insight in an unmanaged category of spend.

Impose greater control over your meetings spend

Minimize your exposure to fraud, internal misuse and noncompliant spending through added safeguards such as transaction- and merchant-level controls as well as the Declining Balance functionality.

Integrate and streamline your data

Feed transactions directly into your existing ERP system or meetings management software, seamlessly.

Bolster your supplier relationships

Pay your suppliers faster, within two to four days, earning early payment discounts and improved vendor relationships.

Implement a global solution

Meet your entire organization's needs by taking advantage of our unrivaled global issuance footprint and maximum worldwide acceptance network.

The Citi Meetings Solutions is the best way to capture all your Meeting and Event (M&E) expenses helping you obtain the level of visibility and control needed to make every meeting a standout success.