Consulting and Training | Reach New Heights

Course Name

Professional Travel and Event Management

Sector Name

Sales, Marketing and Customer Service

Document Type

Generated by Boostlab

Click Here To Visit Course

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

BOOST
Consulting and Training | Reach New Heights

Professional Travel and Event Management

Course Introduction

Travel and event management have evolved into highly strategic functions that require professionals to balance customer experience, operational efficiency, cost management, risk, technology, and stakeholder expectations.

Successful travel and event professionals must be able to plan and coordinate complex travel arrangements and events while ensuring seamless execution, appropriate resource utilization, and consistently high service standards.

This training program is designed by BOOST to equip participants with the knowledge and skills required to manage business travel, corporate events, conferences, meetings, and related activities professionally and efficiently.

This program will covers the complete management cycle, from travel and event planning and supplier coordination to budgeting, logistics, risk management, digital tools, event delivery, and post-event evaluation.

In addition, participants will develop the ability to manage travel and events as integrated projects, anticipate operational challenges,

coordinate multiple stakeholders, and deliver high-quality experiences within defined budgets and timelines.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

Click Here To Visit Course

BOOST

BOOST
Consulting and Training | Reach New Heights

Professional Travel and Event Management

Target Audience

- ✓ Travel and Event Management Professionals
- ✓ Corporate Travel Coordinators
- ✓ Event Coordinators and Event Managers
- ✓ Meetings and Conference Professionals
- ✓ Administrative and Executive Support Professionals
- ✓ Corporate Hospitality and Guest Relations Professionals
- ✓ Protocol and Government Relations Professionals
- ✓ Office and Facilities Managers involved in events
- ✓ Professionals responsible for organizing corporate travel, meetings, conferences, and events

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

Click Here To Visit Course

BOOST
Consulting and Training | Reach New Heights

Professional Travel and Event Management

Learning Objectives

- ✓ Plan and coordinate corporate travel arrangements effectively.
- ✓ Design and manage professional meetings, conferences, and corporate events.
- ✓ Develop travel and event plans based on objectives, audience, budget, and operational requirements.
- ✓ Manage suppliers, venues, transportation, accommodation, and other service providers.
- ✓ Develop and control travel and event budgets and monitor expenditures.
- ✓ Apply risk management, contingency planning, and crisis response techniques.
- ✓ Use digital technologies and event management tools to improve efficiency and participant experience.
- ✓ Manage stakeholders, delegates, guests, and participants throughout the travel and event lifecycle.
- ✓ Evaluate travel and event outcomes and identify opportunities for continuous improvement.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

Click Here To Visit Course

BOOST
Consulting and Training | Reach New Heights

Professional Travel and Event Management

Course Outline

✓ DAY 01

Travel & Event Management Foundations

Principles of Professional Travel Management

- ✓ Understanding the role and scope of professional travel management.
- ✓ Distinguishing between business, corporate, group, and executive travel requirements.
- ✓ Understanding the complete business travel lifecycle.
- ✓ Identifying traveler requirements, preferences, policies, and approval requirements.
- ✓ Coordinating flights, accommodation, transportation, visas, and travel documentation.
- ✓ Managing travel itineraries and ensuring seamless journey coordination.
- ✓ Balancing traveler experience, organizational policy, cost, and operational efficiency.

Event Management Fundamentals & Event Lifecycle

- ✓ Understanding the strategic purpose and different types of corporate events.
- ✓ Defining event objectives, scope, audience, deliverables, and success criteria.
- ✓ Developing an event concept aligned with organizational objectives.
- ✓ Mapping the event lifecycle from initiation to post-event evaluation.
- ✓ Developing event work plans, timelines, milestones, and responsibilities.

- ✓ Identifying key stakeholders and establishing communication requirements.
- ✓ Understanding the relationship between event experience, brand image, and organizational reputation.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

Click Here To vist Course

BOOST
Consulting and Training | Reach New Heights

Professional Travel and Event Management

Course Outline

✓ DAY 02

Event Planning, Logistics & Supplier Management

Event Planning, Venue & Logistics Management

- ✓ Assessing venue requirements based on event type, audience, capacity, and objectives.
- ✓ Developing venue selection criteria and evaluation matrices.
- ✓ Planning room layouts, seating arrangements, registration areas, and participant flow.
- ✓ Coordinating transportation, accommodation, catering, audiovisual, and technical requirements.
- ✓ Developing event schedules, run-of-show plans, and operational checklists.
- ✓ Coordinating speakers, VIPs, delegates, performers, and service providers.
- ✓ Managing event setup, onsite operations, transitions, and breakdown.

Supplier, Vendor & Stakeholder Management

- ✓ Identifying and evaluating travel and event suppliers.
- ✓ Developing supplier selection criteria and service requirements.
- ✓ Managing hotels, airlines, transportation providers, venues, caterers, and technical suppliers.
- ✓ Understanding quotations, contracts, service-level expectations, and deliverables.

- ✓ Negotiating rates, packages, terms, and value-added services.
- ✓ Managing supplier performance and resolving service delivery issues.
- ✓ Establishing effective stakeholder communication and escalation mechanisms.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

Click Here To vist Course

BOOST
Consulting and Training | Reach New Heights

Professional Travel and Event Management

Course Outline

✓ DAY 03

Financial Management, Technology & Participant Experience

Travel & Event Budgeting and Cost Control

- ✓ Developing realistic travel and event budgets.
- ✓ Identifying direct, indirect, fixed, and variable event costs.
- ✓ Estimating accommodation, transportation, venue, catering, technology, and production costs.
- ✓ Developing cost assumptions and contingency allowances.
- ✓ Monitoring actual expenditure against approved budgets.
- ✓ Identifying cost-saving opportunities without compromising experience or quality.
- ✓ Managing last-minute changes and their financial implications.

Digital Travel & Event Management

- ✓ Exploring digital technologies supporting modern travel management.
- ✓ Using travel management platforms and digital booking solutions.
- ✓ Applying event registration and attendee management technologies.
- ✓ Using digital tools for scheduling, communication, check-in, and participant engagement.
- ✓ Understanding virtual, hybrid, and technology-enabled event formats.
- ✓ Using data and analytics to monitor participation and event performance.

- ✓ Leveraging automation to improve administrative efficiency and attendee experience.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

Click Here To vist Course

BOOST
Consulting and Training | Reach New Heights

Professional Travel and Event Management

Course Outline

✓ DAY 04

Risk, Protocol & Event Execution

Travel & Event Risk Management

- ✓ Identifying operational, financial, travel, safety, security, and reputational risks.
- ✓ Conducting travel and event risk assessments.
- ✓ Developing contingency plans for common disruptions.
- ✓ Managing travel cancellations, delays, overbookings, and itinerary changes.
- ✓ Preparing for venue, technology, supplier, medical, and emergency incidents.
- ✓ Establishing escalation procedures and emergency communication protocols.
- ✓ Maintaining business continuity during unexpected events.

Protocol, Guest Management & Event Experience

- ✓ Understanding professional protocol and business etiquette in events.
- ✓ Managing VIPs, senior executives, government representatives, and special guests.
- ✓ Planning guest arrival, registration, seating, movement, and departure.
- ✓ Managing cultural considerations and international guest expectations.
- ✓ Designing participant journeys and touchpoints throughout the event.
- ✓ Handling difficult participants, complaints, and unexpected guest requirements.
- ✓ Maintaining professionalism and organizational representation throughout event delivery.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

Click Here To vist Course

BOOST
Consulting and Training | Reach New Heights

Professional Travel and Event Management

Course Outline

✓ DAY 05

Event Delivery, Evaluation & Strategic Improvement

Event Execution & Onsite Management

- ✓ Preparing comprehensive pre-event operational checklists.
- ✓ Establishing command structures and responsibilities during event delivery.
- ✓ Managing registration, arrivals, sessions, transitions, and participant movement.
- ✓ Coordinating speakers, suppliers, technical teams, and internal stakeholders.
- ✓ Monitoring event quality and resolving issues in real time.
- ✓ Managing changes while maintaining the event's objectives and experience.
- ✓ Applying effective communication and decision-making during live events.

Event Evaluation, ROI & Continuous Improvement

- ✓ Establishing measurable event objectives and success indicators.
- ✓ Evaluating attendee satisfaction, engagement, participation, and operational performance.
- ✓ Measuring event costs against planned budgets.
- ✓ Assessing event outcomes, business value, and return on investment.
- ✓ Analyzing feedback and identifying recurring service issues.
- ✓ Evaluating supplier and stakeholder performance.
- ✓ Developing post-event reports and management recommendations.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

Click Here To vist Course

BOOST
Consulting and Training | Reach New Heights

Professional Travel and Event Management

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Sept. 6, 2027	Sept. 10, 2027	5 days	4250.00 $	UAE , Abu Dhabi
Sept. 13, 2027	Sept. 17, 2027	5 days	4250.00 $	UAE , Dubai

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

Click Here To vist Course

info@boostuae.com info@boostorg.com