Fischer & Kerrn

E-BOOK NO 1: EASY MEETING MANAGEMENT

MAKE MEETINGS SIMPLE

Hassle-free booking of meetings with visitors, catering services and conference rooms.
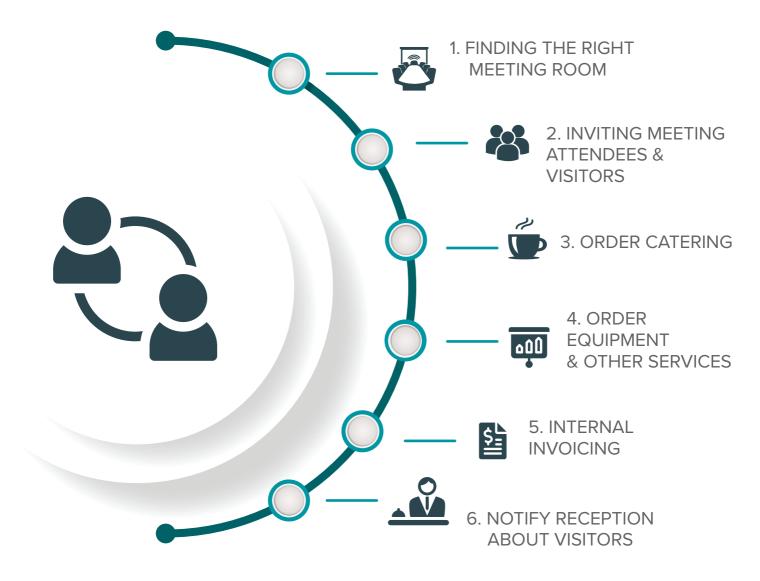
IMPROVE
YOUR WORKPLACE

A workplace is a complex environment with a variety of endless processes and procedures. Optimizing your workplace to facilitate the needs of employees and enhance productivity is crucial. The meeting planning process is, in general, an area that all employees feel are frustrating and takes way too much time.

At Fischer & Kerrn we are focused on making easy and intuitive software and hardware that makes it a lot easier to plan and book simple meetings and complex events with catering services and visitors.
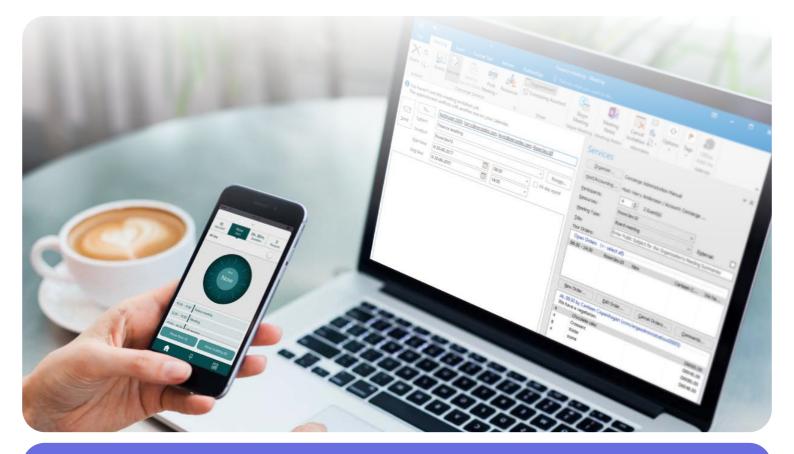
THE MEETINGS PROCESS

A meeting is never just the time spent on the actual meeting. A lot of processes and organizational units are included in the meeting preparation and scheduling. Meeting organizers have to find a meeting room that fit their needs to size, equipment, and location, order catering and/or other services, make sure to add the correct code for the invoices and notify the reception staff about the expected visitors.

1. FINDING THE RIGHT MEETING ROOM

2. INVITING MEETING ATTENDEES & VISITORS

3. ORDER CATERING

4. ORDER EQUIPMENT & OTHER SERVICES

5. INTERNAL INVOICING

6. NOTIFY RECEPTION ABOUT VISITORS

PLAN MEETINGS MORE EFFICIENTLY

ONE EASY & UNIFIED SYSTEM

Imagine having one unified system where you can easily take care of all the tasks associated with booking meetings.
That is what a successful meeting management system does.
It makes your life easier and takes the frustration out of planning and booking meetings, meeting rooms, visitors, catering services, and equipment.
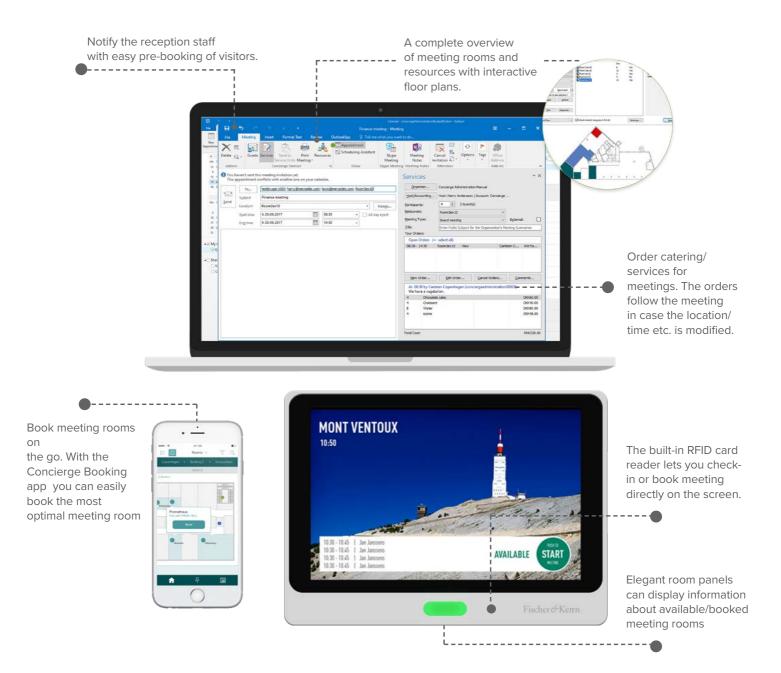

5. Reception gets notifed about coming visitors.

1. Easily find the most optimal meeting room and invite visitors

Concierge Booking

4. Cost files for internal and external invoicing can eaily be exported to your ERP-system.

2. Order catering and other services for meeting

3. Kitchen & Facility Managers gets notifications about service orders.

MEETING PLANNING AND ROOM BOOKING MADE EASY

The meeting management process typically includes finding a suited meeting room, inviting the right attendees and visitors, and order catering services from the right vendors. CONCIERGE BOOKING from Fischer & Kerrn lets you handle all processes around planning and booking meetings, everything directly within Microsoft Outlook. It simply cannot be easier.

If you need to book meeting rooms on the go or if you can't find your meeting room, don't worry. The booking app for iOS and Android phones show you available meeting rooms closest to you and it can even provide turn by turn navigation up to your room or other points of interests.

Notify the reception staff with easy pre-booking of visitors.

A complete overview of meeting rooms and resources with interactive floor plans.

Order catering/ services for meetings. The orders follow the meeting in case the location/ time etc. is modified.

Book meeting rooms on the go. With the Concierge Booking app you can easily book the most optimal meeting room

The built-in RFID card reader lets you check-in or book meeting directly on the screen.

Elegant room panels can display information about available/booked meeting rooms

MONT VENTOUX
10:50

10:30 - 10:45 | Jan Janssens
10:30 - 10:45 | Jan Janssens
10:30 - 10:45 | Jan Janssens
10:30 - 10:45 | Jan Janssens

AVAILABLE

START
PUSH TO MEETING

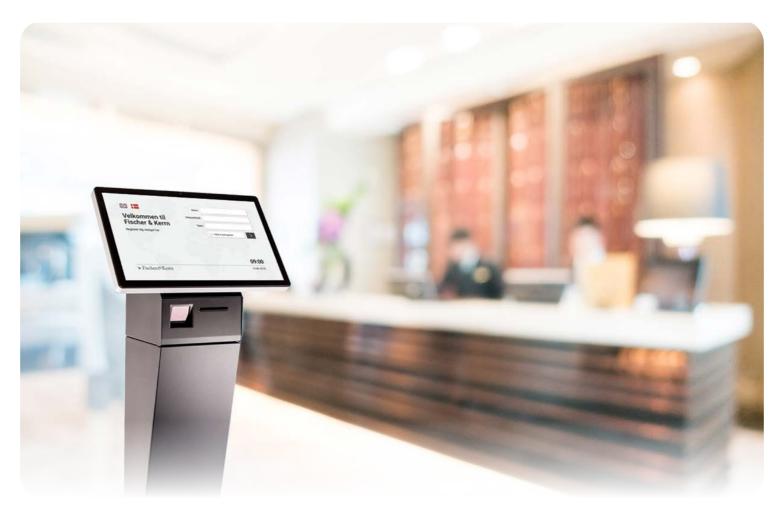Fischer & Kerrn

MAKE MEETINGS EASIER FOR ALL EMPLOYEE GROUPS

VENDORS CAN EASILY HANDLE SERVICE ORDERS

It is essential for a kitchen and other service vendors to strive to automate time-consuming and routine tasks such as tracking costs, printing production lists, and taking out reports, to concentrate on other tasks.
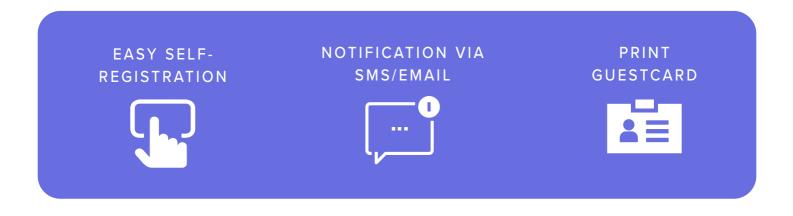
CONCIERGE BOOKING from Fischer & Kerrn offers a very user-friendly tool for the catering and service vendors. Vendors will have a complete overview of ordered items and they are always up to date about what services they need to deliver for the conference rooms.
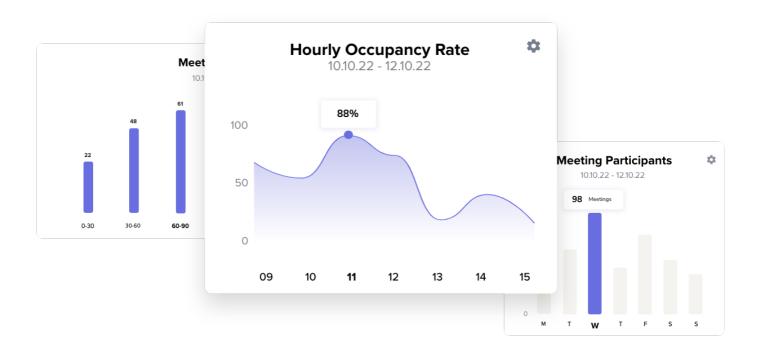
PROFESSIONAL VISITOR MANAGEMENT

A big part of a successful meeting management system is having a system that helps visitors and makes them feel welcome. With the right meeting management system, the front desk will automatically be noted about visitors for the day and allow for your reception to print name-tags and be well-informed about everyone arriving. A text message and/or an email can automatically be sent to the host when the visitor(s) has been signed in. Pre-booked visitors can even sign in with a QR code that is sent in advance to them.

EASY SELF-REGISTRATION	NOTIFICATION VIA SMS/EMAIL	PRINT GUESTCARD

REPORTING & ANALYTICS - UNDERSTAND YOUR OFFICE SPACE

GET POWERFUL INSIGHTS

Basing decisions on data instead of gut feeling means you can learn exactly how your office space is being utilized and performs. Knowing which meeting rooms, desks or resources that are always booked, occupancy rates, the typical booking length or knowing which employees that never show up to their booked meetings can provide documentation for strategic decisions. Having this information means you can base decisions about your office space on tangible insights. You will be able to make precise decisions about the right number, size, location, and equipment in your meeting rooms. Furthermore, Your catering vendors will have a very powerful tool provides them with a complete overview of meetings, catering deliveries, invoicing and resource usage. They are never in doubt about anything.

6 SIGNS YOU NEED A MEETING MANAGEMENT SYSTEM

1 YOUR NO-SHOW RATE IS HIGH

Are your meeting rooms being booked but left empty? This is very common for many organizations and the empty rooms are not just inconvenient – the unused empty space costs money and productivity.

2 DOUBLE BOOKINGS AND 'ROOM-SHARKING'

Another classic issue in offices is double bookings and so-called 'room-sharks' who occupy meeting rooms that are already booked by others. Double bookings can occur if your system is managed manually.

3 WRONG DELIVERIES OF SERVICES FOR MEETINGS

Many organizations struggle with catering services being delivered to the wrong meeting room because meeting updates are not sent automatically to the kitchen.

4 LENGTHY INVOICING PROCESSES

Managing invoices is often a critical hub for organizations. They can have a very complex invoicing process where catering invoices get send back and forth between different divisions before they get approved.

5 RECEPTION STAFF ARE NOT INFORMED ABOUT VISITORS

A great first impression is everything. If your visitors are met by a receptionist who is not aware they are coming, the first contact can be unprofessional and confusing.

6 MISSING INSIGHTS INTO YOUR OFFICE SPACE USAGE

Are you basing your decisions on gut-feeling instead of data? Don't you have an overview of how your office space is utilized? Not having the correct data can prevent you from getting the most out of your office space.

WHAT OUR CUSTOMERS ARE SAYING

❝ It is a big advantage that we now own data and we can make it identical in the four canteens. It is very simple for the users to book and especially update the existing meetings. The main message is that we have gone from 5 stages to 3 stages and the internal costs have decreased from 200 DKK per requisition to approximately 10 DKK per requisition. ❞

Process Optimization Manager
LEGO Group

❝ I will definitely recommend CONCIERGE BOOKING. It is brilliant and especially the way in which meeting rooms are booked and catering and services are ordered have really brought us great improvements. I believe that the solution has provided us with resource savings corresponding to 2 employees a year. Resources that are now freed for other tasks. ❞

IT-Consultant
The Danish Union of Public Employees

❝ Time is money. We are in a consultancy business and the majority of the employees are consultants. I would say that 95% of our staff is consultants. By using Concierge Booking we now have a more effective use of all resources. We save a lot of time thus saving a lot of money. ❞

IT Project Manager
WSP

CONTACT INFORMATION

ABOUT FISCHER & KERRN

We create frictionless and unique workplaces for our customers by providing them with innovative and user-friendly software booking tools. We have been in the workplace optimization and conference room booking software business since 1999 and today we have more than 500 satisfied customers that are using CONCIERGE BOOKING SOFTWARE.

We have offices in Copenhagen, New York, and London. We also have a large network of partners who are ready to assist our customers.

Fischer & Kerrn

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