



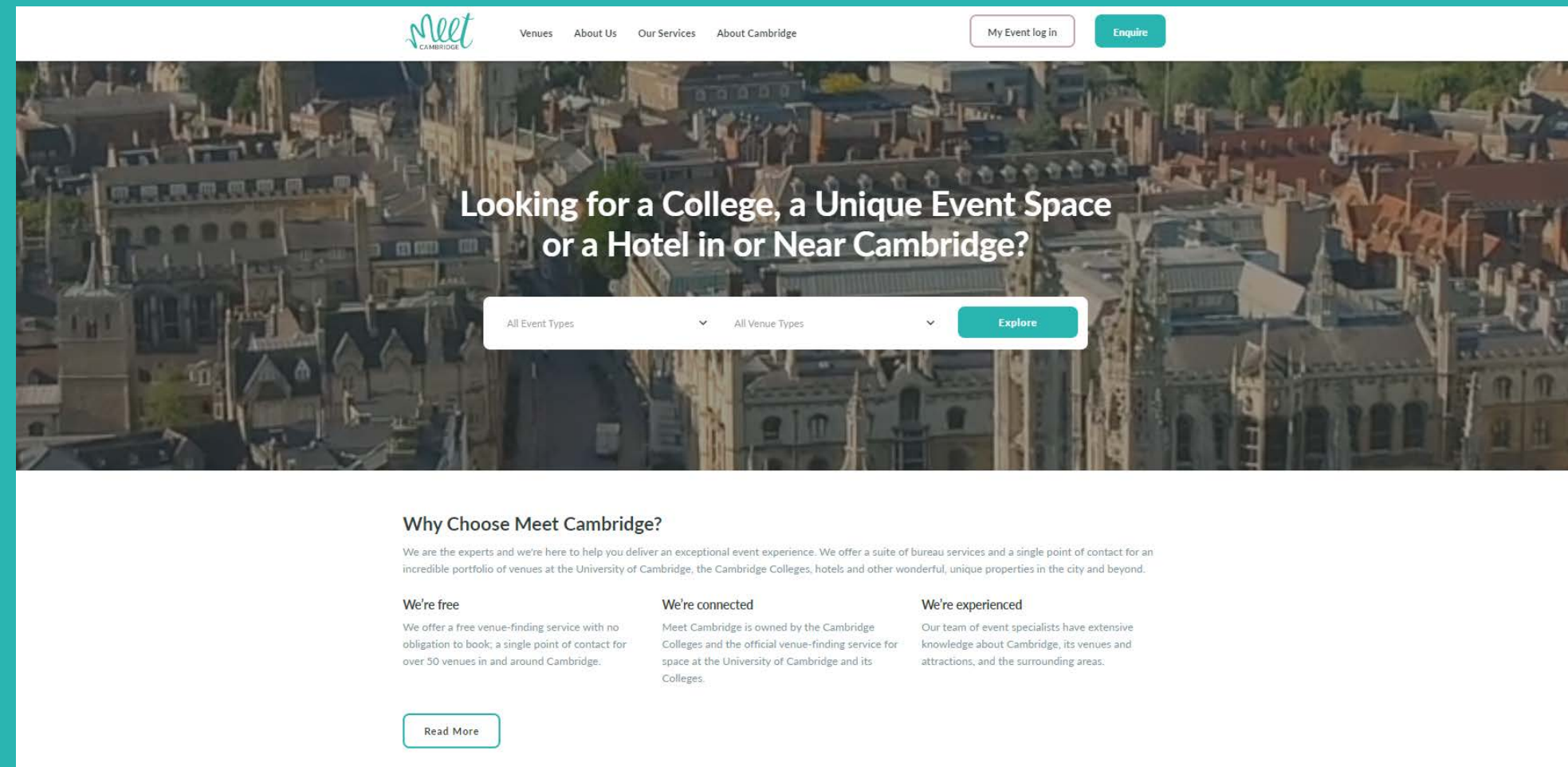
My Event User Guide

My Event is a free service from Meet Cambridge.

It's a personal, online enquiry management portal allowing you to keep track of your enquiries and venue responses.

Access My Event via
www.meet-cambridge.com

Click on the log in button at the
top of the home page.



LOCATING MY EVENT



Enter your log in details

Your log in details will have been sent to you by email, if you would like us to resend the email, please contact Meet Cambridge. If you have forgotten your password, you can request a new one on the log in page too.

My Event Login

meet
CAMBRIDGE

Username:

Password:

Remember Username:

[Forgot Password?](#)

Login

See all of your enquiries at a glance...

[My Enquiries](#) [My Record](#)

ENQUIRIES - CURRENTLY 15 IN VIEW

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#) [All](#)

Enquiry Reference	Event	Lead Received Date	Preferred Start Date ✓	Preferred End Date	Organisation
342	My Event Enquiry	06/06/2018	29/05/2022	31/05/2022	Meet Cambridge
1043	My Event Enquiry 2	04/09/2018	12/08/2020	16/08/2020	Meet Cambridge
814	My Event Enquiry 3	03/08/2018	21/10/2019	23/10/2019	Meet Cambridge
4935	My Event Enquiry 4	12/09/2019	21/10/2019	23/10/2019	Meet Cambridge

Click on the enquiry name to expand the details...

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MY EVENT ENQUIRY 2

[Next steps](#)

1. Take a look at the offers and decide which venue (s) works best for your event
2. Request a site visit, make a provisional or definite booking or ask us a question by clicking the 'select' button next to your chosen venue. Or you can email [Meet Cambridge](#)
3. Your request(s) will be sent onto the venue and they will come back to you direct.

We'll be back in touch in a couple of days to check that you are happy with the response to your enquiry, in the meantime, if you approach a venue direct, please remember to quote your enquiry reference number, and mention Meet Cambridge.

Event Information

Enquiry Reference: 1043	Meeting Pattern:
Meeting Name: My Event Enquiry 2	Attendees : 200
Organisation: Meet Cambridge	Site inspection? No
Meeting Requirements: Client would like to get an idea of rates and avai ... (Show More)	
Schedule of Events:	
Comments:	

Meeting Dates

Type	Start Date	End Date
Primary	08-12-2020	16-08-2020

Date Information

Date Comments: **Some delegates may wish to arrive early and stay 1 ... (Show More)**

Shoulder days before: **2**

Shoulder days after: **2**

Response Summary

Date: 10/08/2020 - 18/08/2020 [Print Responses](#) [Zip Up All Attachments](#)

Venue	File Attachments	Status	Reason for Not Pursuing	Other
Clare College	No	Select Property		
Corpus Christi College		Not Pursuing	No availability on requested dates	
DoubleTree by Hilton Cambridge City Centre	No	Select Property		
Downing College	No	Select Property		
William College		Not Pursuing	No availability on requested dates	



See the venues that can help and those that can't...

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MY EVENT ENQUIRY 2

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Shoulder days after: **2**

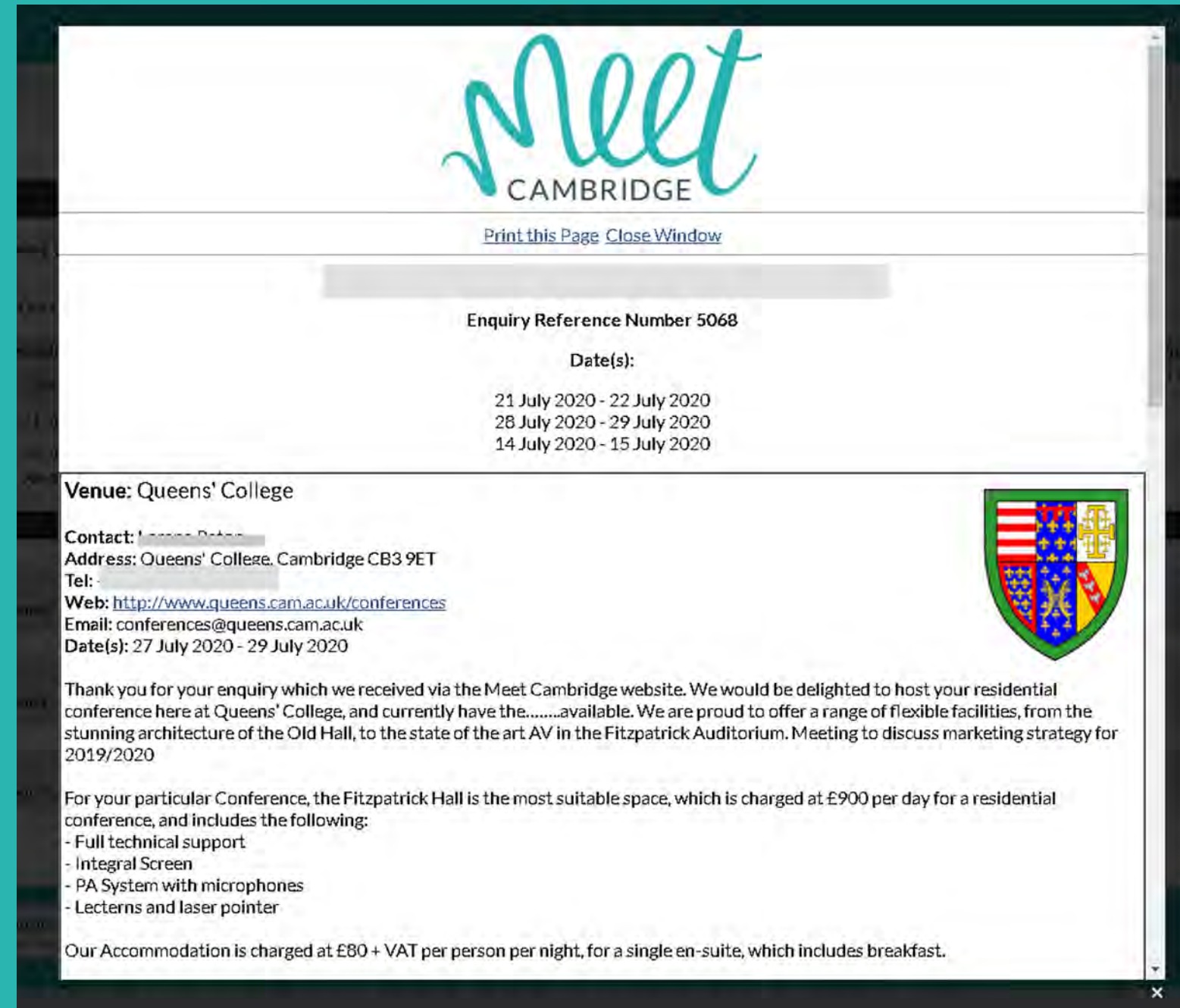
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Date: 10/08/2020 - 18/08/2020 [Print Responses](#) [Zip Up All Attachments](#)

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Downing College	No	Select Property		
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Click on the venue name to view the response.



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[Print this Page](#) [Close Window](#)

Enquiry Reference Number 5068

Date(s):
21 July 2020 - 22 July 2020
28 July 2020 - 29 July 2020
14 July 2020 - 15 July 2020

Venue: Queens' College

Contact: [Redacted]
Address: Queens' College, Cambridge CB3 9ET
Tel: [Redacted]
Web: <http://www.queens.cam.ac.uk/conferences>
Email: conferences@queens.cam.ac.uk
Date(s): 27 July 2020 - 29 July 2020



Thank you for your enquiry which we received via the Meet Cambridge website. We would be delighted to host your residential conference here at Queens' College, and currently have the.....available. We are proud to offer a range of flexible facilities, from the stunning architecture of the Old Hall, to the state of the art AV in the Fitzpatrick Auditorium. Meeting to discuss marketing strategy for 2019/2020

For your particular Conference, the Fitzpatrick Hall is the most suitable space, which is charged at £900 per day for a residential conference, and includes the following:

- Full technical support
- Integral Screen
- PA System with microphones
- Lecterns and laser pointer

Our Accommodation is charged at £80 + VAT per person per night, for a single en-suite, which includes breakfast.



The response will open so you can view more information...some venues may have included additional attachments.

Print and/or save responses and attachments by clicking the buttons...



Response Summary				
			Print Responses	Zip Up All Attachments
Date: 28/11/2019 - 28/11/2019				
Venue	File Attachments	Status	Reason for Not Pursuing	Other
Churchill College		Not Pursuing	No availability on requested dates	
Clare College	No	Select Property		
Corpus Christi College		Not Pursuing	No availability on requested dates	
Downing College		Not Pursuing	No availability on requested dates	
Gonville & Caius College		Not Pursuing	No availability on requested dates	
Homerton College	Yes	Select Property		

Choose which attachments you need to save or print...

RESPONSE ATTACHMENTS

Zip Response Attachments

PLEASE CHOOSE THE RESPONSE FILES TO ZIP.

Zip Response Files Close

Include?	File Name	Response ID	Hotel/Facility	Pursuing?
<input type="checkbox"/>	Wine-List-2019-Homerton_5AE45A70-8FD3-4507-A64D0DF76E0EC8EF.pdf	62842	Homerton College	Yes
<input type="checkbox"/>	Reception-Drinks-2019-Homerton_E2C13E20-DE47-4F1D-BD6BAD27E7DF1955.pdf	62842	Homerton College	Yes
<input type="checkbox"/>	Suggested-Dinner-Menu-2019--2020-Homerton_8F0ECF6E-6A5A-4923-B995D7E7172C4007.pdf	62842	Homerton College	Yes
<input type="checkbox"/>	Madingley-Hall-Autumn-winter-menus-2019_BB20CF97-9CE8-4516-A512FAFD77B3C322.pdf	62643	Madingley Hall	Yes
<input type="checkbox"/>	Wine-List-2019_9A341FF4-4901-4EDB-976A96F4371D4AC3.pdf	62643	Madingley Hall	Yes
<input type="checkbox"/>	MEC-Fine-Dining-Menu-Apr-Oct-2019_OFF06792-E87E-4C1B-82649926014D4832.pdf	62891	Murray Edwards College	Yes
<input type="checkbox"/>	MEC-Wine-Drinks-with-information_BBA85F53-CC34-4603-9227E06C442496F1.pdf	62891	Murray Edwards College	Yes
<input checked="" type="checkbox"/>	2019-Trinity-Hall-Autumn-Winter-Dining-Menu_CD3E6D83-A542-40B4-887B8A3A7DDF09F7.pdf	62886	Trinity Hall	Yes
<input checked="" type="checkbox"/>	2019-Trinity-Hall-Wine-List_640927E4-8903-4EDC-B9D17EFB2DB66233.pdf	62886	Trinity Hall	Yes

Zip Response Files Close

Not Pursuing



Selecting a venue is easy - just click on the 'Select Property' link...


Christ's College	Not Pursuing	No availability on requested dates
Churchill College	Not Pursuing	No availability on requested dates
Clare College	Not Pursuing	No availability on requested dates
Corpus Christi College	Yes	Select Property

Request a provisional booking

Request a definite booking

Request a site visit

Ask a Question



SELECTING A VENUE

To request a provisional or definite booking, plan a site visit or ask a question, just click on any of the buttons...

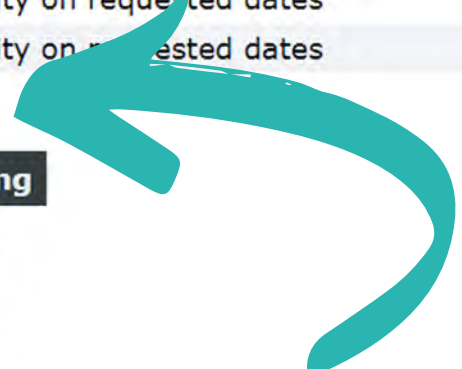
Christ's College		Not Pursuing	No availability on requested dates
Churchill College		Not Pursuing	No availability on requested dates
Clare College		Not Pursuing	No availability on requested dates
Corpus Christi College	Yes	Select Property	

[Request a provisional booking](#)

[Request a definite booking](#)

[Request a site visit](#)

[Ask a Question](#)



Clicking on these buttons will open your email so you can email the venue direct; Meet Cambridge will be copied in.

Please note, these links will work if your default email is configured on your device. If the link does not open, please email or call Meet Cambridge with your request.

You can update your details at anytime in the My Record section by clicking 'edit'

The screenshot shows the 'My Event' interface for a user named Judith Sloane. The page title is 'CONTACT DETAIL: JUDITH SLOANE'. A white arrow points to the 'Edit' button located below the title. The page is divided into three main sections: 'Contact Information', 'Phone Numbers', and 'Additional Information'. Each section contains various fields for user details, such as contact ID, name, email, phone numbers, and preferences for receiving communications. The 'Edit' button is also present at the bottom of the 'Additional Information' section.

Contact Information	
Contact ID: 12	Account: Meet Cambridge
First/Last Name: Judith Sloane (testing email notification)	Full Name: Judith Sloane
Preferred Method: Email	Job Title: Deputy Manager
Email: judith@meet-cambridge.com	Department:

Phone Numbers	
Primary: +441223768740	Alternate:
Mobile Phone:	

Additional Information	
OK for Invitations to MC Events: SMS	OK for Invitations for Events at MC Venues: Email
OK to receive News: Email	Title:

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[My Enquiries](#) [My Record](#)

CONTACT DETAIL: JUDITH SLOANE

[Edit](#)

Contact Information

Contact ID: 12	Account: Meet Cambridge
First/Last Name: Judith Sloane (testing email notification)	Full Name: Judith Sloane
Preferred Method: Email	Job Title: Deputy Manager
Email: judith@meet-cambridge.com	Department:

Phone Numbers

Primary: +441223768740	Alternate:
Mobile Phone:	

Additional Information

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OK to receive News: Email	Title:

[Edit](#)

[My Enquiries](#) | [My Record](#)

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Choose your marketing preferences in the additional information section...

MAKING A NEW ENQUIRY



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[Contact Us](#)

[LOGOUT](#)

[My Enquiries](#)

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Make a new enquiry quickly and easily or contact Meet Cambridge via the links on every page...



We hope that you find My Event useful. Please do feel free to send us your feedback..

enquiries@meet-cambridge.com
+44 (0) 1223 768740