



## Travel Program Rollout and Online Booking Tool Education Sessions

Travel Leaders is proud to provide MSU Moorhead the opportunity to experience our unique, value-based Travel Management Services. In addition to the support of Travel Leaders Business Center Agents, Travelers and Travel Planners will have access to one of the industry's leading online booking tools, **Compass powered by Rearden Commerce**. These web based sessions will provide employees and staff the opportunity to learn more about the Travel Program offerings and how to utilize the the Online Booking Tool.

For the web based sessions you will be directed to Microsoft Live Meeting and, at the **log-in page**; you need only to enter your name to be directed to the training session. Please note first-time users of Live Meeting may be directed to download the Live Meeting software. This will take just a few minutes. It is highly recommended to log-in to the site at least 10 minutes prior to the start time of the session if you have never used Live Meeting before.

**Call the conference bridge number for web based sessions: 888 813 8477 Passcode 964017**

**Use the link below to join a session**

Date	Time	Hyperlink
Wed Sep 15	9:00 am CST	<a href="#">Join the Session 9/15</a>
Thurs Sep 16	3:00 pm CST	<a href="#">Join the Session 9/16</a>

If you require assistance logging on to the meeting site, please call the conference bridge number above. Assistance will be available via the conference bridge 10 minutes prior the session to assist with site login.

For additional questions regarding the Travel Program or these training sessions, contact **Deanne Drummond** at 477-2222 or [drummond@mnstate.edu](mailto:drummond@mnstate.edu).