



THE LOGISTICS FOR YOUR EVENT WITH A COMPLETE STRUCTURE



# TOURISM AGENCY OFFICIAL FOR YOUR EVENT

**Levitatur is a travel agency** specialized in corporate market, events and leisure. with focus based on business management. Totally structured with the most modern technology.

Our goal is to turn the simplest meeting into an unforgettable event, using technology as true ally. We invite you to get to know little about our company!

Tourism Agency winning 14 Trophies at the Caio Award (Oscar of Events), Certi each with the Seal of Quality ABNT / SEBRAE / ABEOC BRAZIL and Certi each by Great Place to Work as one of the best companies to work for.



# OUR TEAM

Our team is very qualified to attend since a meeting to a national congress and international.



# OUR PROCESS

1

We analyze your briefing to prepare the proposal, contract and negotiations with suppliers.

2

Website, news and management system development. The organizing committee can follow the reservations online in our system.

3

We market our services through website, e-mail, online chat and telephone.

4

We will send one person from our team for accompaniment of your event.

5

We will make the event closing with reports of all the movement of our company.



# MANAGEMENT OPERATIONAL SYSTEM

With online access through login and password, the agency will monitor the entire handling of the event in our company.

## VERY SIMPLE AND PRATICAL:



The screenshot shows the 'Relatório' (Report) section of the system. It includes a sidebar with navigation links: 'Principal', 'Baixar o relatório em Excel', and 'Sair'. The main area contains filters for 'Data inicial' and 'Data final', a 'Cliente' dropdown menu, a 'Passageiro' input field, a 'Fornecedor' input field, a 'Produto' dropdown menu, and a 'Situação' dropdown menu. Below the filters, there is a 'Resumo de vendas' (Sales Summary) section with 'Tarifa líquida' (Net fare) at R\$ 960,99 and 'Tarifa total' (Total fare) at R\$ 1.688,73.

HOME PAGE FOR SEARCH WITH FILTERS.

- Date of issue.
- Customer (natural person or legal entity who made the booking)
- Name of the passenger/Guest Supplier (Name of the hotel, air company)
- Product
- Report generation in excel.



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Cliente	Fornecedor	Passageiro	Tarifa líquida	Tarifa total
Levitatur	Levitatur	Levitatur	R\$	R\$
Levitatur	Levitatur	Levitatur	R\$	R\$
Levitatur	Levitatur	Levitatur	R\$	R\$
Levitatur	Levitatur	Levitatur	R\$	R\$
Levitatur	Levitatur	Levitatur	R\$	R\$
Levitatur	Levitatur	Levitatur	R\$	R\$

FULL ONLINE REPORTS

- Flight (Day, time, air company, route).
- Accommodation, hotel, period.
- Receptive services - Transfers and tours.



A photograph of two men in business suits shaking hands over a glass table. The man on the left is Black and the man on the right is white. They are both smiling. There are papers on the table. The background is blurred, showing other people in a professional setting.

# AGREEMENTS WITH SUPPLIERS

The organizing committee will access all our suppliers contracts

## HOTELS:

Rates negotiations and blocking the main hotels next to the event.

## RECEPTION:

Negotiations with local companies for services such as transfers, tours, among others.

## AIR COMPANIES:

Special discount negotiations for the event attendees with the national air companies.  
( Brazil/city of the event/ Brazil)



# ONLINE MARKETING PRODUCTS

Trough the website our clients can purchase all of our products such as Air tickets, hotels, transfers, tours, pre and post event packages), all of this without leaving home.





# RSVP PLATAFORM

## RSVP PLATAFORM

Customized campaigns for a complete management of the guests, products and email firing, totally integrated.

## SIMPLICITY AND TRANSPARENCY

You can see status of your event in real time through management report available online.





# RSVP PLATFORM

## RSVP PLATFORM

Follow step by step of the evolution of your event:

## MANAGEMENT REPORT

Personalized according your event.

## PERFORMANCE

Analyze as different steps and index of adhesion to the event.

## SECURITY

All details is protect and certificated.





# EMERGENCY TEAM 24X7

Levitatur makes available a service on duty 24 hours a day 7 days a week that will have all the tools to support in sales, already carried out and open for new requests.

( Since its configuring as requested emergency).



# BENEFITS FOR OUR CLIENTS AND PARTICIPANTS

## COMPLIMENTARY ROOMS IN THE AGREED HOTELS FOR THE EVENT

All the courtesy will be according the index of adhesion of the event depends on the agreement with suppliers.

## DISCOUNT FOR NATIONAL AIR TICKETS

Around 10 a 25% discount in air tickets according negotiations with suppliers.

## IMMEDIATE REIMBURSEMENT

Immediate reimbursement (next invoice) excluding penalties according the rules of each airline company.

## INTEREST FREE INSTALMENT - INVOICE OR CREDIT CARD

According rules of the company.

## COMMUNICATION CHANNELS

We have a toll free channel 0800 776 1030 and chats online without cost for participants of the event.

Please check with us the policies and best logistic for your event.





## **Mission**

Satisfy our customers through outstanding quality of our services for event, leisure and corporate travel, based on a management model that focuses on transparency and respect for our customers and co-workers.

## **Vision**

Become a reference travel agency in Brazil, through our logistics services for events and corporate travel by 2022.

## **Quality policy**

Make continuous improvement in our processes and improve our employees to satisfy our customers.