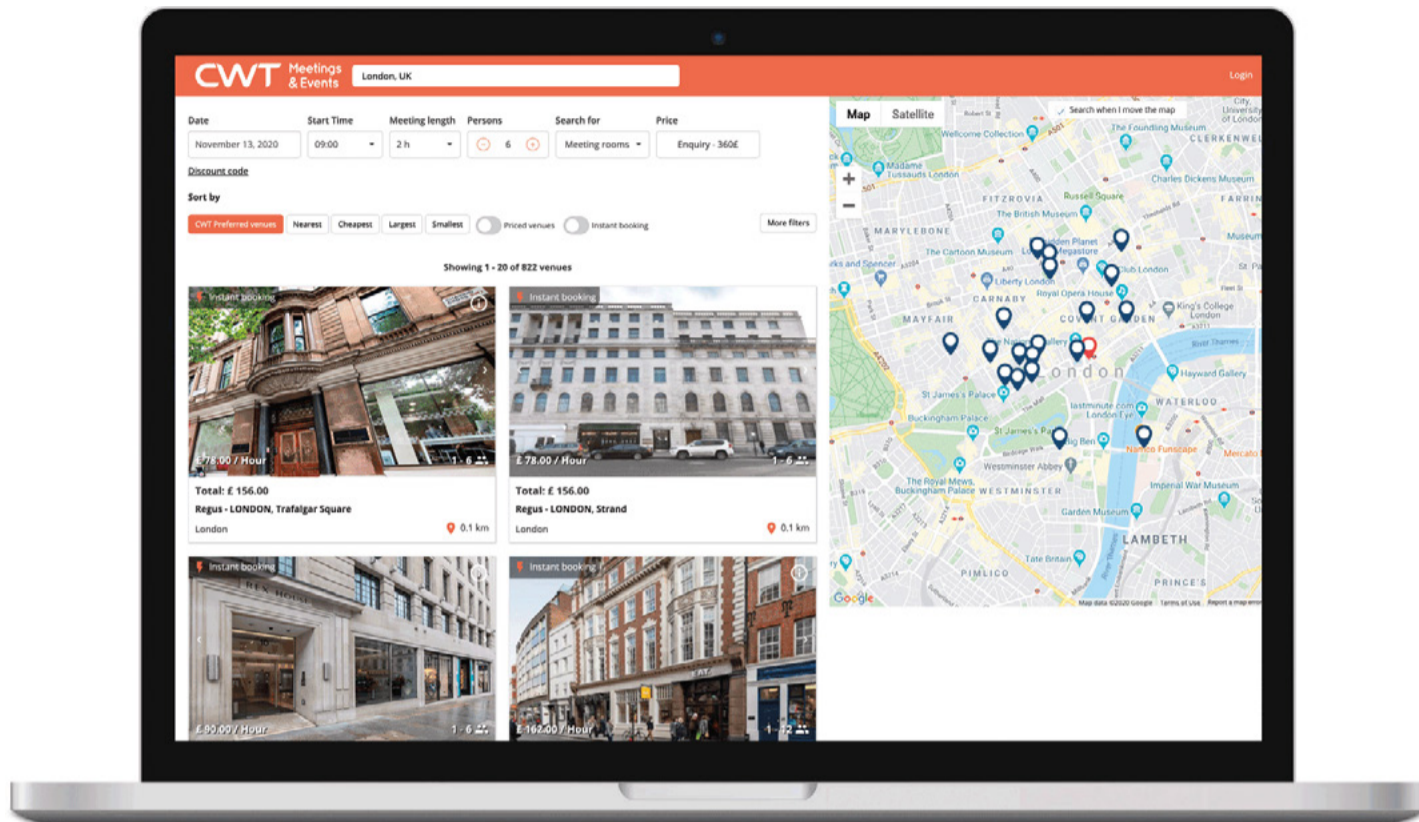





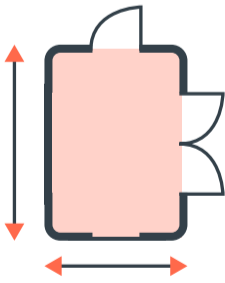

# CWT easy meetings

Find and book your next meeting room in just a few clicks!

CWT easy meetings is an online booking tool that gives you direct access to more than **250,000 meeting rooms** in over 90 countries. In just a few clicks, you'll be able to find and book a meeting room in the city of your choice.



## Here's how it works:

- 1  **Visit [CWTeasymeetings.com](https://www.cwteasymeetings.com)**  
You can access the tool directly on your laptop, tablet or mobile.
- 2  **Enter your meeting info in the search bar**  
Just enter the date, location, time and total attendees.
- 3  **Select your venue**  
Use the map, additional filters, or pictures and venue info. Venues marked as **"instant booking"** can be confirmed directly in your session.
- 4  **Confirm the room and set up**  
Some venues offer multiple rooms, layouts and refreshment options – select the one that's right for your meeting, double check details on the right hand side and click **"Continue"**.
- 5  **Enter your details, special requests, and confirm**  
Specify if additional services, such as AV or dinner/drinks, are needed. Then enter your details and payment info. Venues that offer "direct booking" will be confirmed instantly. If not, expect a response from the venue coming your way soon!

**Your meeting room is now booked!**

Ready to [find your next meeting room?](#)

Need additional support to [plan your meeting or event?](#)