



Navan Advanced Events

Group events that work as hard as you do

With Navan's new Advanced Events capabilities you can plan and manage every aspect of your corporate events—venue booking, attendee travel, spend tracking, and more—all in one place. Enjoy complete visibility for your finance team and a seamless experience for your attendees, with dedicated support along the way.

What's new?

Enhanced event creation and management hub:

A streamlined end-to-end experience with an intuitive UI for specialized events, featuring an improved dashboard that centralizes vendor information, agenda items, website customization, and RSVP management in one place.

Elevated attendee experience:

Customizable event webpages that serve as information hubs where organizers can share event details, agendas, and venue information, alongside redesigned invitations and tailored RSVP functionality.

Integrated financial visibility:

Comprehensive reporting on event costs, fees, and financial metrics, providing clear visibility into event spending.

NAVAN

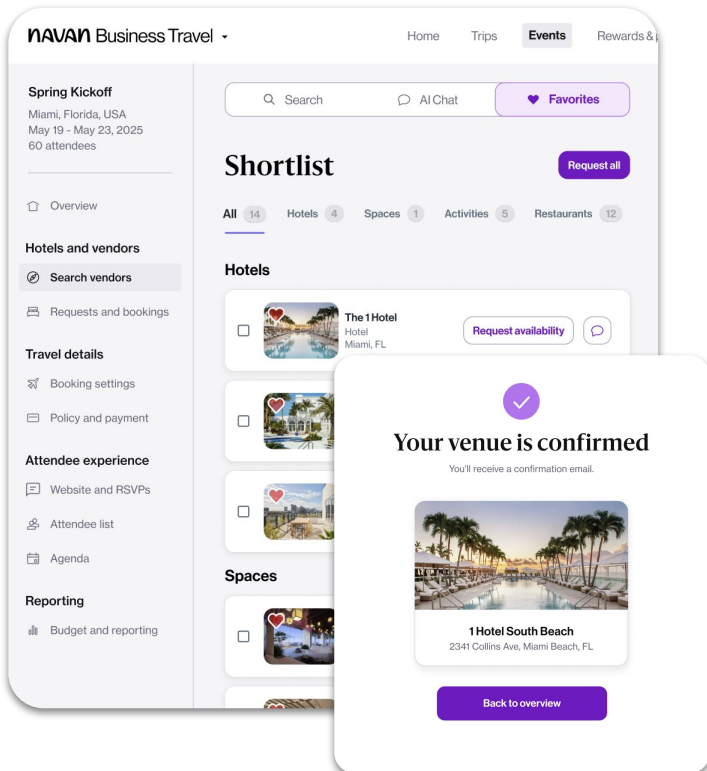
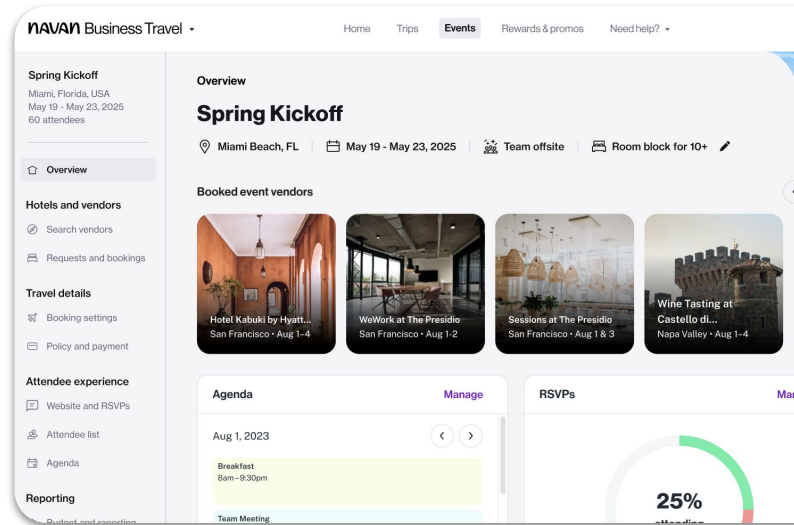
Setting Up Success: Event Planning Made Easy

Create and define your event

Define your event parameters with our guided creation flow. Set exact dates, locations, and—most importantly—establish the booking framework for attendees. Apply specific travel policies, designate approved payment methods, and set clear boundaries within which travelers can book their arrangements.

Source and select ideal venues

Search our vendor marketplace and request quotes without leaving the platform. Compare options side-by-side to make informed decisions quickly.



Design the attendee experience

Create a custom event website, craft tailored RSVP questions, and manage responses all in one place. Gather the information you need while giving attendees a branded, cohesive experience.

Give them the VIP treatment

Set up custom travel and event parameters for your VIPs and other attendees with custom requirements thanks to flexible per-participant controls.

Manage from a central hub

Once invitations are sent, your enhanced overview dashboard transforms to show vendors, agenda items, and critical planning milestones—all in one view.

Join leading companies that experience effortless
AI-powered travel and expense management with
Navan

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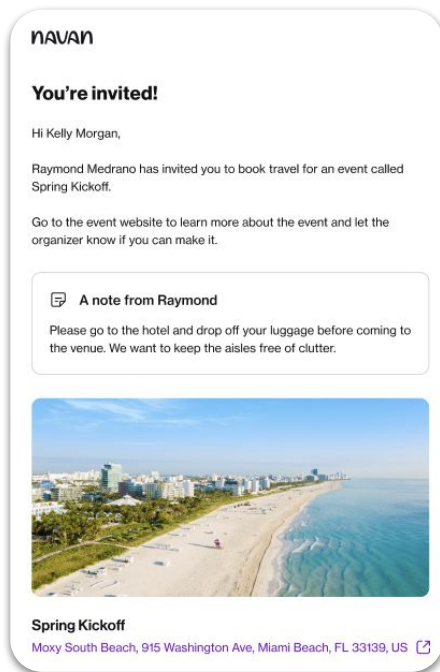
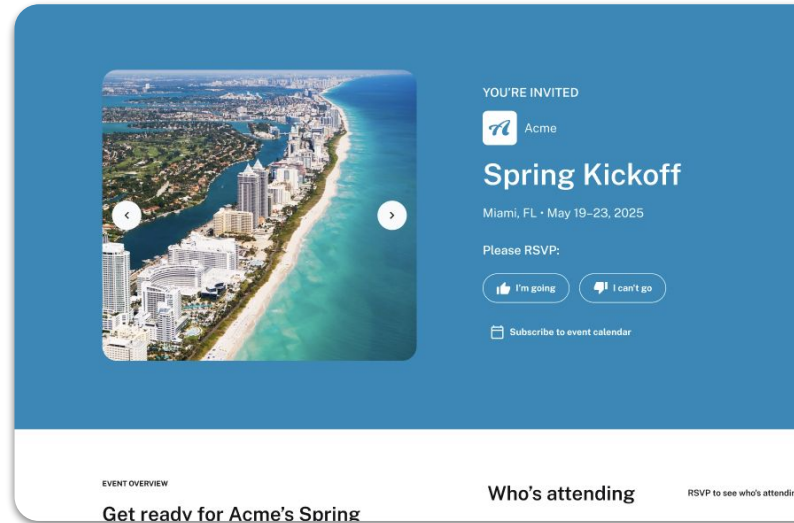
The Attendee Journey: Simplified

Invitations that impress

Attendees receive a sleek, branded invitation that immediately sets the tone for your event. One click takes them to your custom event page—no downloads or new accounts required.

RSVPs made simple

The streamlined RSVP process collects exactly what you need to know while respecting attendees' time. Custom questions help you plan for dietary needs, special accommodations, and session preferences, or anything else you'd like to ask.



Everything in one place

Your event website becomes the single source of truth for attendees, featuring agenda details, venue information, and travel options when applicable.

Smart travel integration

For events with accommodations, attendees can seamlessly access their hotel details, flights, trains, and other transportation information—keeping everything connected to the Navan platform they already know.

Strengthen your Supplier Partnerships

Running events on the same Navan platform means your hotel partners are highlighted when event planners search for accommodation, strengthening your relationships and driving greater program savings.

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