



**GLOBAL
BUSINESS
TRAVEL**



Your Business Travel

Neo™ Online Booking Tool Training Open Sessions

We're excited to offer your travelers Amex GBT Neo (Neo™) online booking tool trainings.



The sessions will provide:

- A detailed overview of the Neo booking tool along with traveler tips and best practices.
- A review of booking tool settings like locating travel policies, preferred vendors, and trip approvals.
- A closer look at Amex GBT Mobile app.
- A better understanding of unused ticket credits.
- An explanation of confirmation emails.
- A live question and answer segment.



The Neo™ booking tool trainings are held every Thursday at 11 am EST. For their convenience, your travelers are invited to attend the open session of their choice.



Neo™ open session trainings

Every Thursday at 11 am EST

Join Zoom Meeting

<https://amexgbt.zoom.us/j/91456484187?pwd=bDM0TlJaanExdDVMTEIyYbE81bTFJQT09>

Meeting ID: 914 5648 4187 | Passcode: 260260

One tap mobile

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+13126266799,,97295631925#,,,,
*360705# US (Chicago)

The training time is 1 hour with an additional 30 minutes to be used for Q&A.