



# Getting Started

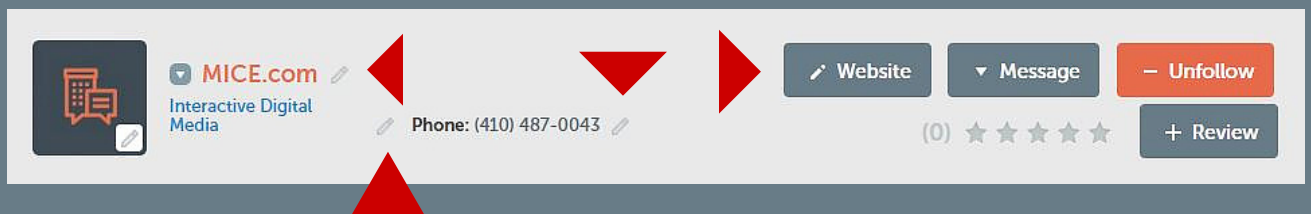


## Preferred Listing Check List

1. Complete all fields that have an edit button
2. Update your company description
3. Upload logo, banner image and photos
4. Assign admins and contacts to your listing
5. Assign Main Contact
6. List your business affiliations
7. Upload documents
8. List events
9. List Association memberships
10. Post to your activity feed
11. Invite your contacts to follow your listing
12. Monitor activity on your company dashboard

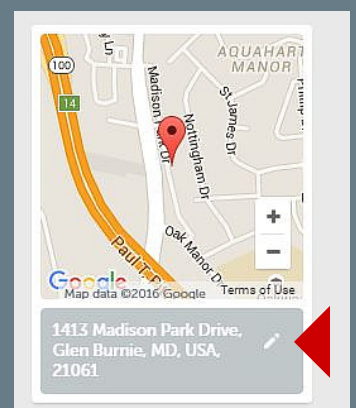
1

## Complete all fields that have an edit button



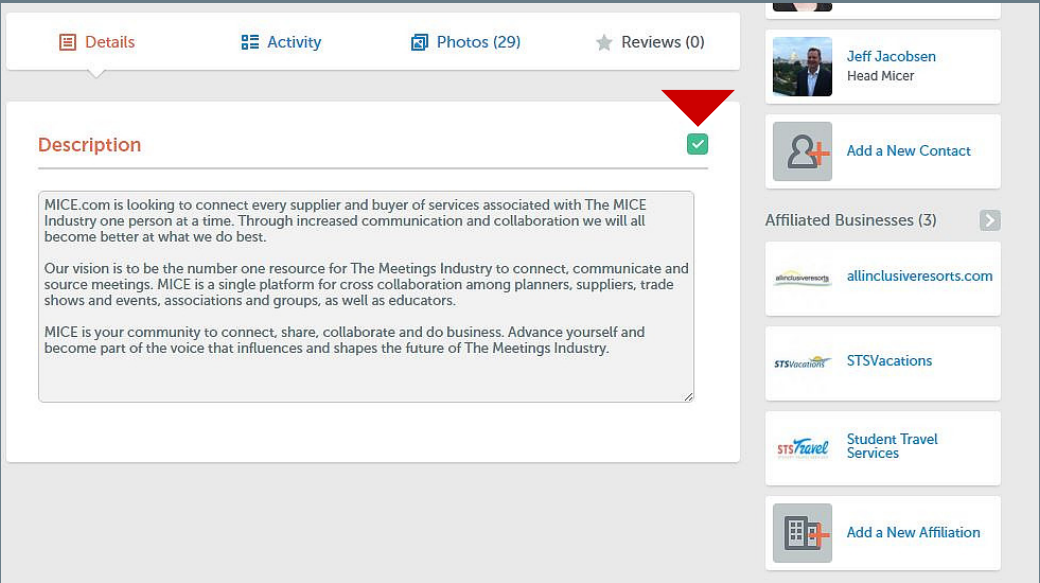
### Tips

- Click the pencil icon to make any edits. Once you've completed your edits click the pencil icon again to save.
- The website icon will always appear in edit mode since you are the admin. To verify the link is correct simply hit edit.
- You can not edit your company type after you upgrade. Contact your MICE representative for any changes.



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## Update your company description

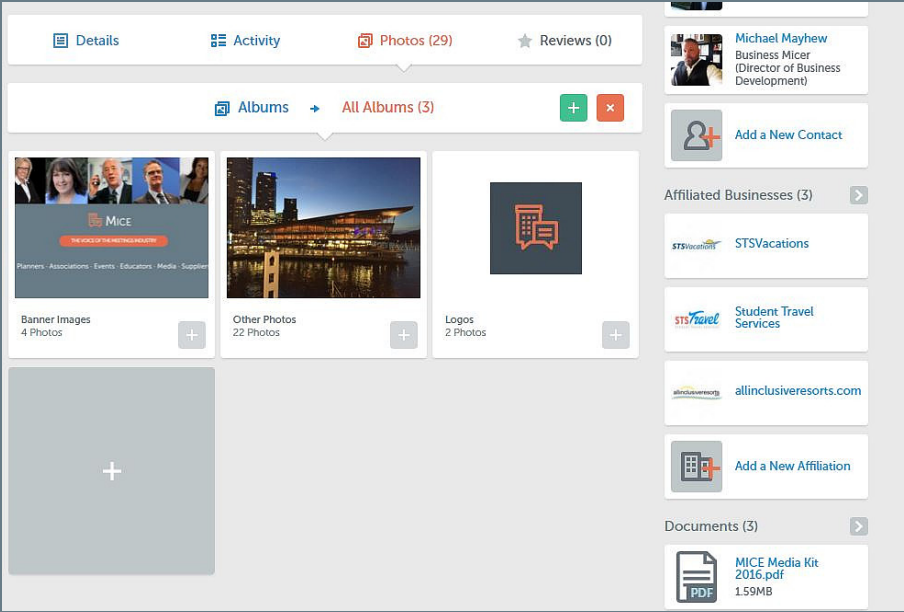


### Tips

- Click the pencil icon to edit your company description. Once you've completed your edits click the green check mark to save.

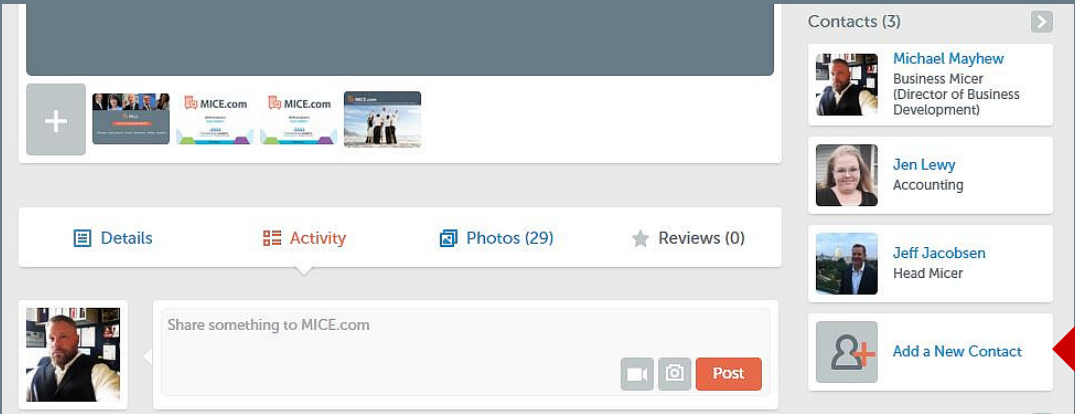
3

## Upload logo, banner image and photos



4

## Assign admins and contacts to your listing



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## Assign Main Contact

**MICE.com**  
Interactive Digital Media  
Phone: (410) 487-0043

Website Message Unfollow Review

Primary Contact:  
Jen Lewy  
Jeff Jacobsen  
**Michael Mayhew**

**MICE**  
THE VOICE OF THE MEETINGS INDUSTRY

Planners · Associations · Events · Educators · Media · Suppliers

1413 Madison Park Drive,  
Glen Burnie, MD, USA,  
21061

Contacts (3)  
Jeff Jacobsen  
Head Micer  
Michael Mayhew  
Business Micer  
(Director of Business Development)

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## List your business affiliations

**MICE.com**  
Incentive Research Foundation study results on "How DMCs Can Improve Relations with Meeting Planners."

**IRF**  
Incentive Research Foundation

**IRF Study: How DMCs Can Improve Relations With Meeting Planners: Successful Meetings**  
<http://www.successfulmeetings.com/Ne...>  
A new Incentive Research Foundation study reveals destination management companies' strengths and weaknesses in relating with meeting planners.

22 days ago

**Affiliated Businesses (3)**  
Student Travel Services  
STSVacations  
allinclusiveresorts.com  
**Add a New Affiliation**

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## Upload documents

**MICE.com** added a new document **MICE Media Kit 2016.pdf**  
MICE Media Kit 2016.pdf  
1.59MB  
1 months ago

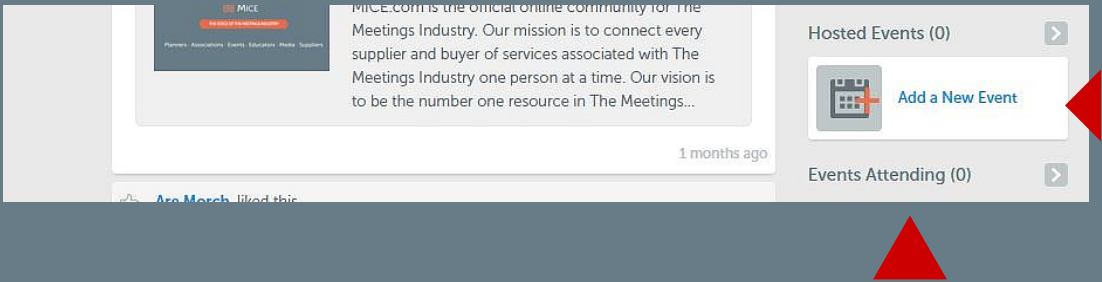
**MICE.com**  
Here is our most recent blog post. Why MICE.com is the voice for the Meetings Industry.

**MICE.com THE VOICE FOR THE MEETINGS INDUSTRY | Official MICE.com Blog**  
<https://blog.mice.com/2016/03/11/mic...>  
MICE.com is the official online community for The

**Documents (3)**  
MICE Media Kit 2016.pdf  
1.59MB  
MICE March 2015 Press Release.pdf  
0.27MB  
About MICE.pdf  
0.93MB  
**Add New Document**

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## List events

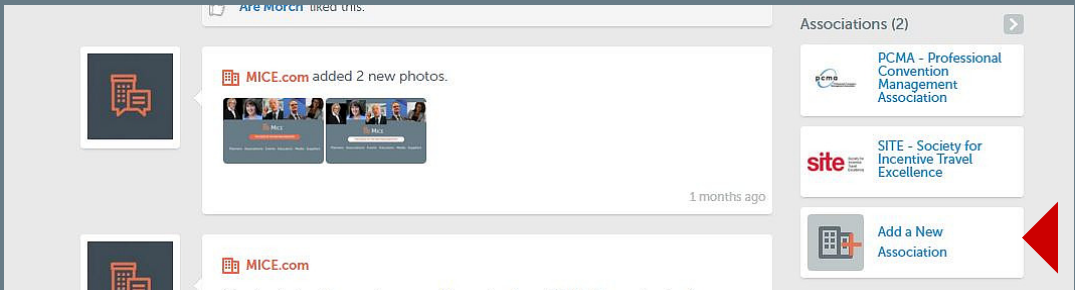


### Tips

- Hosted Events are events you've created.
- Events Attending are MICE trade shows and events your company will be attending.

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## List Association Memberships

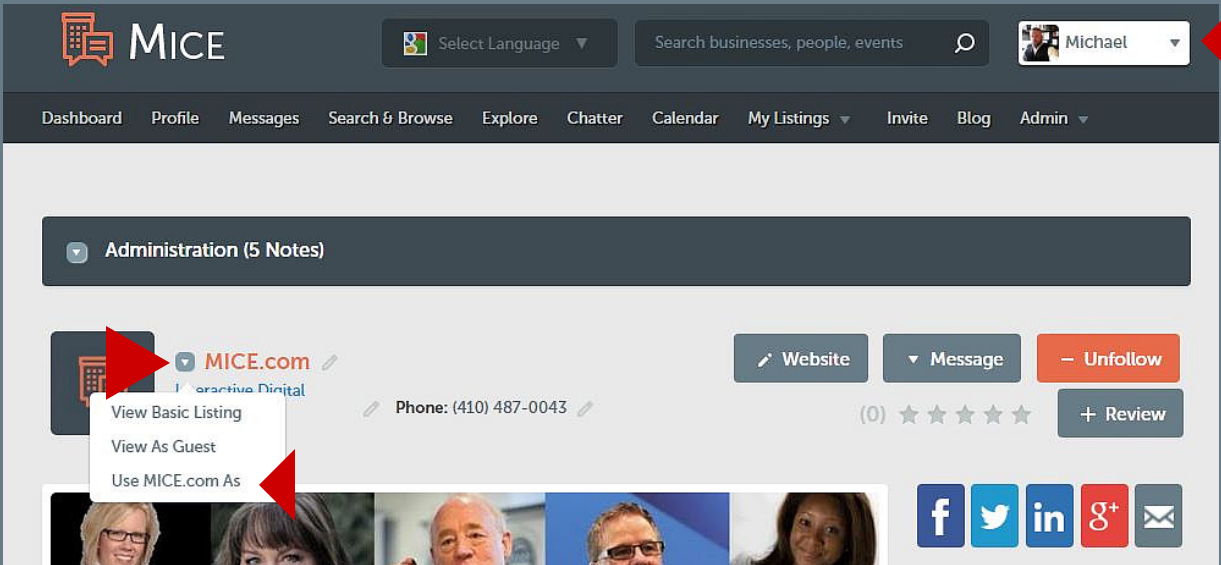


### Tips

- Belong to an Association in The Meetings Industry? Add them on your company listing.

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## Login as your company and post to your activity feed: Share updates and information about your company



Or here

Here or



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# Invite Your Connections

INVITE FRIENDS TO MICE.COM!

Facebook

LinkedIn

Outlook

Add an email

select all

deselect all

This message is being sent to you by your colleague, Michael Mayhew, as an invitation to join the MICE.com web site. Membership is absolutely free. Join today at <http://www.mice.com>.

CANCEL

SEND INVITE

Details

Activity

Photos (7)

Reviews (1)

Reviews

★★★★★ 1 Reviews 100%

Add A Review

Would you recommend this Hotel / Resort?

Yes

No

Michael Mayhew

23 Connections

1 Reviews

Excellent experience

Reviewed: April 30, 2014 / Visited: May 2013

Recommended

Overall

★★★★★

I had a fantastic experience at Moon Palace Sunrise during the 12th Annual Mexico Showcase and Travel Expo 2013. It was my first time staying at an All Inclusive resort and was totally blown away by the excellent service.

Meeting Facilities

★★★★★

As soon as I arrived I was treated like royalty. I found a nice cheese and wine display waiting for me in my room. I'd have to say the thing I enjoyed most was... See Full Review

Accommodations

★★★★★

Food / Beverage

★★★★★

Guest Staff

★★★★★

Meeting Staff

★★★★★

Location

★★★★★

Facility Condition

★★★★★

5 months ago

Moon Palace Golf & Spa Resort

Test

1 month ago

## Tips

- Build a following: Invite your connections and connect with other users.
- Get a 5 Star Rating: Encourage your advocates to follow your listing and write reviews.

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# Monitor activity on your company dashboard

allinclusiveresorts.com

Glen Burnie, MD, United States

Category: Incentive / Meeting Planners

(0) ★★★★★

10 Followers

1 Photos

0 Documents

439 Page Hits

Pro Listing

View / Edit Listing

Recent Messages

No messages

Recent Feed Activity

No messages

Recent Reviews

No reviews

Recent Followers

Bora Ozkan Business Development Manager at Seneca Tour

Jess Soondarum Production coordinator at Turning Point Solutions

Danielle Diffenderfer Regional Sales Manager at Student Travel Services

Carmelita Xavier Director of Sales & Marketing

Recent Page Hits

Michael Mayhew

04/20/16 - 7:35am

Invite Friends

Contacts (3)

Monique Walker Leisure Sales Specialist

Jen Lewy Accounting

Lois Walker Sales/Product Manger

Add a New Contact

List your business

Create a free listing for your business!

# HELP

FAQ - Navigating MICE - Company Listing Guide

For additional support contact your Account Representative Michael Mayhew at Michael@MICE.com or by phone at (410) 487-0043 x268.