



Online Meeting Registrations

Features:

- Complete Web-based application to manage meetings, trade shows and conferences from registration to departure
- Attendees can register online or print a downloadable version if preferred
- Meal preferences and tour selection options allow for smooth logistical coordination
- Links to Hotels and Meeting Facilities photos and registration information
- All fees are automatically calculated based on attendee's selections for spouses, outings, meals, events, late fees, etc.
- Allows payment by check, ACH or credit card (Amex, Visa, Mastercard)
- Meeting Planner administrative functions include: edits of certain data elements; addition of paper-based registrations; printing of Nametags; a variety of useful reports
- Data fields collected are customized to meet the requirements of the meeting
- Access can be setup at the registration desk for last minute registrations, nametags and special event tickets

Benefits:

- User-friendly program manages all aspects of the event quickly and efficiently in a secure environment
- Changes, additions and updates performed in real-time
- Program is customizable (additional costs required) to allow for greater management and follow-up
- Fees collected from attendees are transmitted to Meeting Planner or Organization via check or ACH on a daily basis
- Links to other sites can be added to provide increased service

Complete meeting management tools put you in control... from registration to departure.