

## Our Services

No matter if you would like to manage the registrations of your event online, if you prefer to hand over your complete registration process to professionals or if you are looking for a reliable partner to organize the accommodation booking for your event. We will be able to provide a tailor-made solution for any needs.

### Online Registration Management



#### Quick and easy setup of your online registration page

You can easily setup and administrate your registration event online within a short period of time. You do not need to get used to a complicated registration software and no software installation is needed. With your administrator profile you can manage all your events, no matter if they are with or without costs.



#### Secure payment methods

Established means of online payment are available for your registration event. The credit card payment is possible in different currencies and payment data is transmitted through a secure gateway to a certified payment provider.



#### Export of attendance list

The latest attendance list can be exported at any time to different file formats (e.g. Excel) which then can be used to print name badges or send mailings etc.



### **Realtime statistics**

A choice of the most often used realtime statistics is available within the basic module.

## **Our Support**

The registration process is participants' first impression onsite at the event. Therefore it is very important to make the registration a completely positive experience from the beginning to the end. We help you to stay in your participants' minds.

We would be pleased to take over your complete registration process and will coordinate all your delegate relations in your name. You can also book only single parts of the service as individual modules.



### **Professional consultancy and support**

You do not have the time to organize your registration event yourself or you just wish to get professional support for parts of the registration process? Our experienced team will be at your disposal.



### **Individual layouting for your registration event**

Your online registration and all documents should be customized according to your CI or the layout of your event website? We will setup your individual layout according to your needs.



### **Assistance to VIP guests**

You wish to invite special guests or speakers who get special registration conditions? We will setup a particular online registration for your needs including a personalized invitation email.



### **Group registration**

You would like to offer group registration within your event? With our group module the administrator as well as the group responsible will be able to easily handle the registration for a group of any size.



### **Professional name badges**

You would like to identify your participants during your event? We can offer you to produce professional name badges with using your event layout.



### **Onsite support**

A smooth registration process onsite is very important for your event. We will support all your onsite requirements, e.g. new registrations, open payments, print of name badges or certificates of attendance.



### **Individual assistance**

Our hotline will be available for your participants for any kind of questions referring to the registration process.

## **Accommodation Management**

You would like to offer the opportunity to easily book rooms during your event? We will do an hotel evaluation according to your requirements and will then purchase room blocks at the hotels of your choice which then can be provided to your participants online. Our customized software as well as our professional team can guarantee a perfect service.

**A - Z accommodation management**

We will evaluate and purchase adequate hotel rooms at the conference location which will then be offered to your individual participants and groups for booking online. All communication with participants and hotels before, during and after the event will be done by our team.