

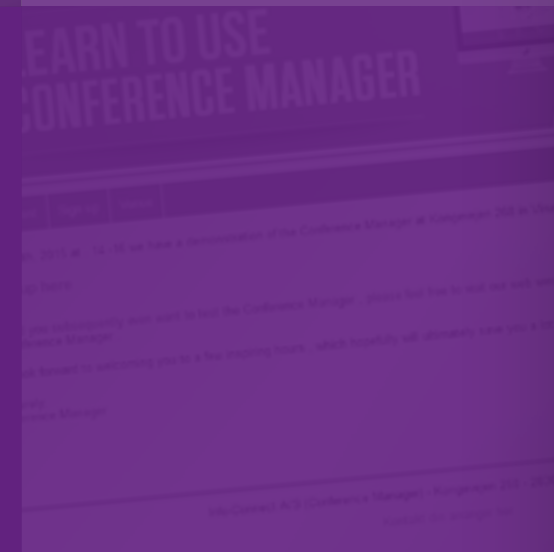
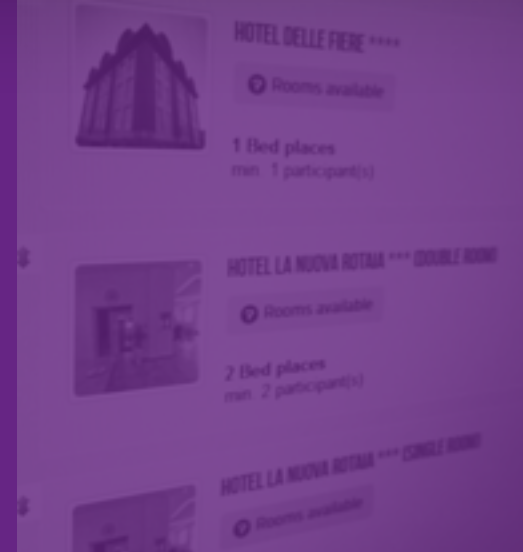
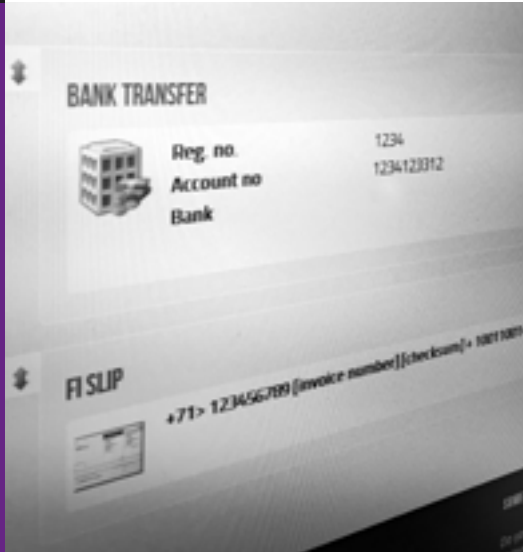


INVITATIONS

When sending out invitations, the system will use the logo already defined in the website settings, this insures that both invitations, emails and the website have the same look. Conference manager also keeps track of who needs a reminder.

PAYMENT

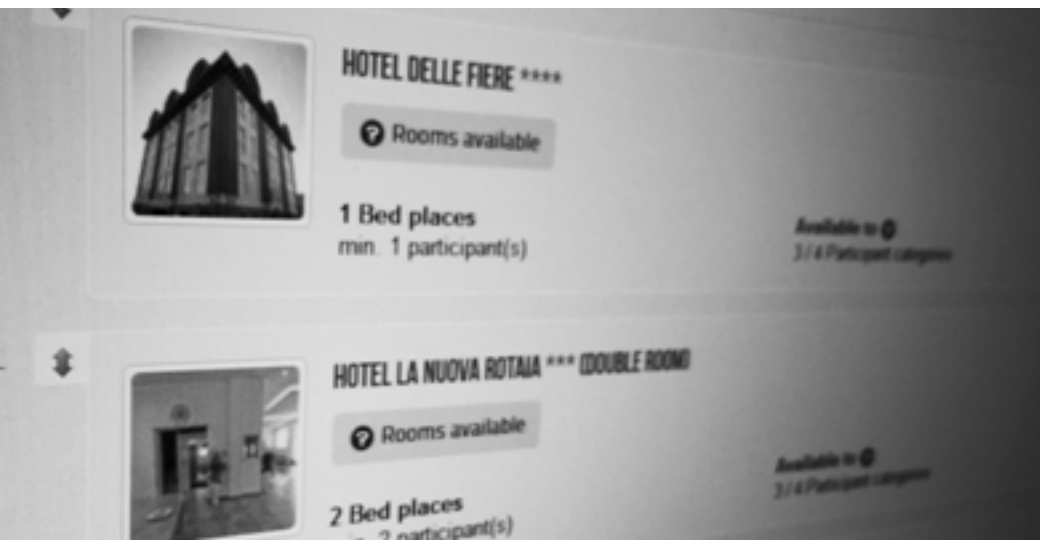
Numerous payment methods are available in Conference Manager, credit card, bank transfer and even you own preferred payment methods can be added. Invoices can be send by e-mail or EAN number if in Denmark.



ACCOMMODATION

Conference manager allows the participants to invite room-mate, creating room lists to the participants liking. This will save the coordinator time, as you will not have to organize the rooms manually.

When creating rooms in the accommodation menu, prices can be differentiated according to participant categories. The system will supply the coordinator with an overview of rooms as well as who is staying together.



Conference Manager™
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facebook.com/conferencemanager

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youtube.com/conferencemanager

EFFECIENT ONLINE REGISTRATION!

As simple as that!



LEARN TO USE CONFERENCE MANAGER

The event Sign up Venue



NAMETAGS

You can easily create professional nametags for your participants, complete with company logo and colors. Conference Manager can even add a barcode to be used if electronic arrival registration is in use.

CONFERENCE MANAGER™ ...SIMPLE AND EASY

A user-friendly system that facilitates management of your event

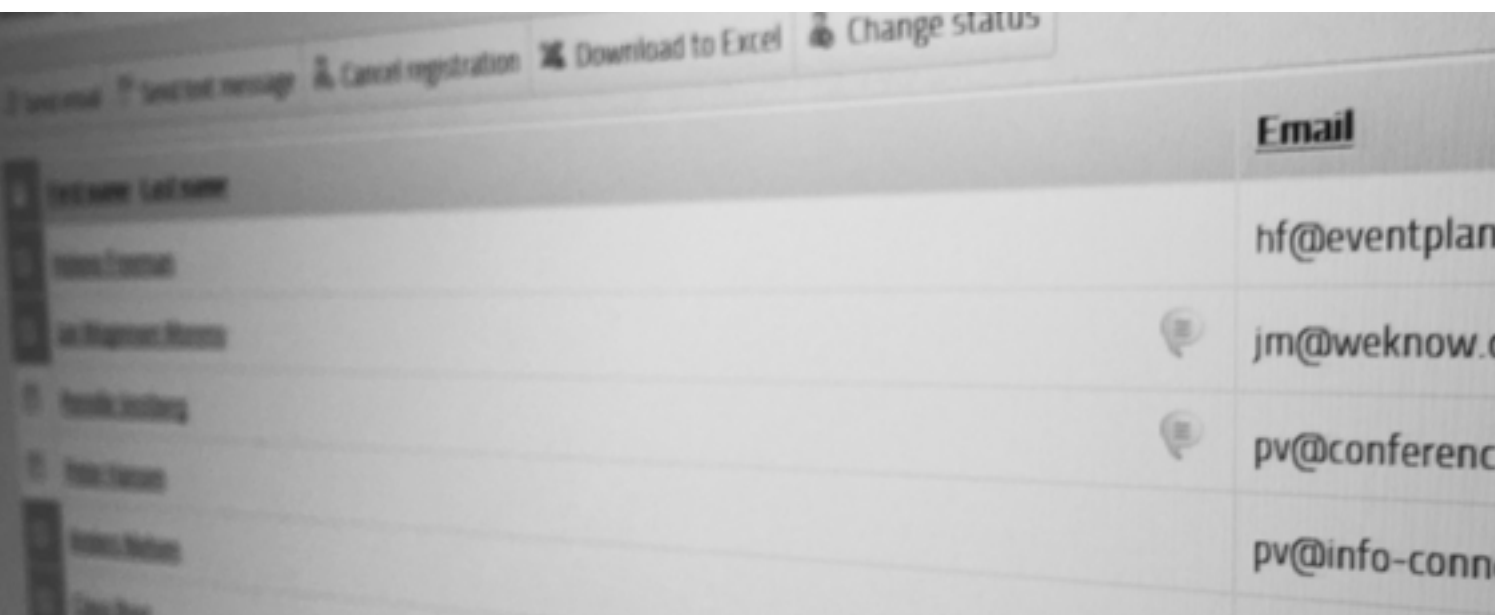
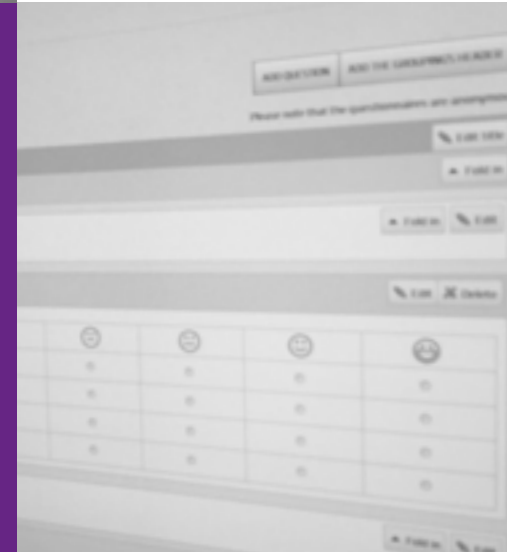
LISTS

The participant list will always provide you with a realtime overview of your participants. It can be downloaded to excel. If a colleague or external partner needs access to the lists you can provide them with an external login.



EVALUATION

With the built-in evaluation forms, it is easy to follow the event through. The questionnaire can be downloaded as raw Excel data, or in the foreseeable report with charts, and more.



CONFERENCE MANAGER IN BULLET POINTS.

- User-friendly and flexible
- Time saving
- Provides complete event overview
- Available everywhere

Key Features:

- Complete with registration website
- Differential pricing and selections
- Export lists of participants
- Arrival registration
- Individual program selections
- Full participant overview of selections and choices
- Waiting lists and automatic closing of sold out events and selections.
- E-mails and text messages to participants
- Confirmations and tickets
- Nametags
- Evaluation forms

WEBSITE

Conference Manager will automatically create an online registration website for your participants, based on the basic event information entered in to the system. You can easily add pages and implement your company design guidelines. When signing up on the website, participants will automatically receive an order confirmation, and their registration will be visible to the coordinator immediately. After registration the system will keep track of the different participant categories, selections and prices. When a category is fully booked the category will close automatically.

Conference Manager is a powerful and easy to use system that handles all of the most time-consuming administrative tasks when planning and organizing an event. The system will automatically create a registration website, based on your info, where your participants can sign up.

Furthermore the system will provide you with real-time lists of participant's registration and selections. Conference manager contains multiple features for planning an event. Each event is tailor-made by using the features fitted for the specific event.

Registration

Panalpina

23-Apr-2016 / 09:00 - 15:00

Registration fee: DKK 1.000,00

First name: * Martin
Last name: * Moreno
Email: * ma@bw.dk
Denmark (+45)

... AND WE WILL ALWAYS HELP YOU!

We are ready to assist you, weekdays from 9-16.

☎ +45 88 83 20 20

✉ SUPPORT@CONFERENCEMANAGER.COM

