

attendeem management inc



Flexible Solutions From Award Winning Experienced Professionals

online registration Online registration is a must for any event. With Attendee Management, you can use our software license for online registration or utilize our services using your own software license.

event website development We specialize in building custom event websites and registration forms, while adhering to the specifications of your organization's branding and identity standards.

registration management Our registration management team will handle the daily requirements of registration, so you can focus on the strategic details of your event.

meeting and event management From venue and hotel sourcing to final reconciliation, from budgets to onsite coordination to summary reporting, our award-winning planning team can help you meet your objectives while you focus on the big picture.

badges and fulfillment We can develop and print name badges, table tents and other collateral -- packaged, shipped and ready-to-go when you get onsite.

customized reporting Reporting services are included as part of our ongoing support. Reports can be as simple or elaborate as needed, ranging from basic attendee information, detailed session rosters, travel and transportation manifests, rooming lists, etc.

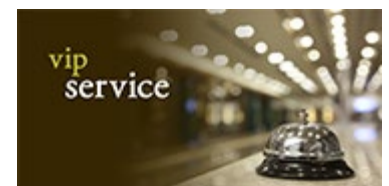
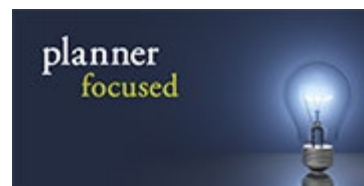
housing administration Need to manage room blocks and sub-blocks? Multiple hotels? No problem. With AMi and the sophisticated registration and housing solutions at our disposal, housing management is efficient and accurate.

onsite event support An extra set of experienced hands goes a long way when onsite. Our staff will travel to the event destination and help facilitate onsite demands.

payment processing AMi provides top-level encryption technology for events. We ensure the security not only of registrant information, but also all financial transactions.

custom applications and website solutions We're creating game-changing websites, rich Internet and mobile applications, powerful enterprise portals and transforming Web technologies into productive, profitable results for you, our client.

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Getting Started with AMi

Information needed and questions to consider before starting a registration site



client and event information Client Contact Information (Name, Title, Email Address, Phone Number and Address), Event Name and Information (Location, Address, Phone and Website)

general event information Start Date, End Date, Date of Deliver of Content for Registration Form(s) and Web Pages, Preferred Registration Site Review Date, Preferred Launch Date, Approximate Number of Attendees, Approximate Number of Exhibitors (if applicable)

attendee information Multiple Main Attendee Types (ex. Member, Non-Member, Exhibitor, etc.)? Sponsors/Exhibitors/Vendors/Guests/Spouses? Register additional attendees within same form (proxy registration), Approximate Number of Attendee Types?

housing Use system to manage rooming list/room block? Room sharing/roommate matching? Passkey RegLink or similar integration with hotel reservation system? Multiple hotels?

travel Collect individual attendee travel information? Provide travel information to agency via reports or confirmation emails? Use Travel Connectors/Real-time Integration with a Global Distribution System (DGS) and Booking

agenda selection Workshops/breakouts/sessions? Activities/excursions? Appointment scheduling? Inventory caps on sessions/activities? Waitlisting required? Approximate number of sessions?

registration form Customized questions for attendee types? Show different/additional questions based on attendee type or other criteria? Separate registration paths for various attendee types? Restrict access to invitees only?

website Need event website with informational pages? Domain name registration (vanity URL)? Using own branded website (with link to registration form)? Develop mobile site/application?

graphics Client to provide graphics? AMi to create graphics? *Recommendations: provide a large (1400px or more width) image for background, a header 800px - 1000px wide, and branding guidelines/specs if we are to match or complement existing site or marketing materials*

communications/marketing Client to provide invitee list(s)? Send invitations from system? Send reminders to register? Send follow up communications? Send survey/evaluations?

finance Multiple pricing levels (ex. Early Bird, Standard, etc.)? Promotional codes/discounts to registrants? Online credit card processing using client merchant account? Type of eCommerce account? PayPal, Authorize.net, etc.? (If PayPal, require PayPal Pay Flow Pro with Account Manager), Instructions are required credentials to be discussed after determination of merchant account provider. *NOTE: Allow 3-5 days for full testing of payment processing after "soft launch" of site.*

additional registration services Regular monitoring/attendee management provided by AMi? Housing/rooming list management provided by AMi? Dedicated call center for registrants? Provide email support for registrants? Advanced report creation? Onsite support? Registration system training?

fulfillment services Badge printing and preparation? Event collateral fulfillment?

Call 877.947.5174 for more information.