

REGISTRATION & DELEGATE MANAGEMENT Service

Your conference or event is nearly ready to promote but you realise that to be able to look after all the developing project details you're going to need some reliable support to ensure that the delegates are also looked after?

We will develop and then manage a **bespoke solution to save you time and ensure a smooth, efficient and professional registration experience for your delegates.**



Exceeding Expectations in Conference & Event Management



Don't delay,
call us today!

Pre-event Registration:

We will provide a branded and fully functional **on-line delegate registration and payment portal** to be accessed through your main event site. This will gather all required information for producing attendee reports (and rooming lists if applicable) as well as providing a secure transition to a secure payment gateway if required. This will ensure delegates can **easily register** and from then on have a **reliable and friendly point of contact**.

Our approach is fully customisable and can incorporate the following:

- ♣ Online registration with delegate support
- ♣ Custom, brand-matched registration site
- ♣ Email invitations
- ♣ Social media connectivity
- ♣ Online payment integration (optional)
- ♣ E-badge issue (bar or QR coded)
- ♣ Joining instructions
- ♣ Personalised event apps
- ♣ Provision of hotel rooming lists (optional)

Post Event:

After an event we will provide you – the rightful owner of the information – with detailed reports.

Data Handling: we are registered for Data Control with the ICO (Information Commissioners Office) and as such adhere to their strict code of conduct.

On-site Registration:

We offer a range of on-site services to suit the size and complexity of your event ensuring delegates are managed effectively. We provide everything from a managed registration desk with simple pre-printed badges to on-site check-in desks with a full bar or QR coded scanning system and everything in between.

Our flexibility is key and we work with you to ensure that our approach best meets your needs.

- ♣ Fully managed registration desk
- ♣ Printed branded badges with clips or lanyards
- ♣ On-site badge printing facilities for additions or alterations [always provided]
- ♣ Self service badge printing kiosks [optional]
- ♣ Session streaming codes on badges (for workshops and break-outs etc.)
- ♣ E-ticket registration & badge print on arrival
- ♣ Breakout session, delegate tracking and other real time information using scanning system

www.opening-doors.org.uk



Contact Rose & Madalina
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